



**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**May 7, 2013**  
**Town Building—Michael J. Gianotis Meeting Room**  
**(No. 201)**  
**Regular Meeting Time: 7:00pm**

(All public meetings may be recorded, broadcast and or videotaped)

1. Call to order (7:00)
2. Pledge of Allegiance
3. Public Comments
4. Acceptance of Minutes
  - a) April 16, 2013
5. Correspondence
  - a) Letter from Maura Flynn public request
  - b) Report, Maynard Community Life Center (not in packet, emailed)
  - c) Monthly report, Municipal Services, March 2013
  - d) Monthly report, Municipal Services, February 2013
  - e) Fire Depart. monthly report, April 2013
  - f) Facilities monthly report, April 2013
  - g) Treasurer/Collector monthly report March 2013
  - h) VHB, monthly report March 2013
  - i) Email from Mike Chambers regarding Crowe Park
  - j) Email Special Election from Town Clerk
  - k) MBA, Meeting minutes April 16, 2013
  - l) 495/ Metro West Partnership update for April 2013
  - m) Pleasant Café incident report, non-issue per Chief Dubois
  - n) Revitalize Maynard Collaborative General Meeting, April 25, 2013

- o) Job posting for Town Administrator
- p) Job posting for Town Accountant
- q) Posting notice, TASC, 5/1/2013
- r) Posting notice, TASC, 5/7/13
- s) Posting notice, ConsCom 5/7/13 Municipal Room
- t) Letter of recognition to DPW group
- u) Comcast Price Adjustment July 1 2013
- v) Transport MPO, report May/June 2013
- w) MIIA insurance credit grant to Maynard
- x) CC: letter from resident Solar Array Project
- y) Appointed list with terms expiring June 30, 2013

6. Consent Agenda

- a) Maynard Veterans Day Parade Monday, May 27, 2013
- b) Special permit, Injured Marine Semper Fi Fund, July 21, 2013
- c) Deed # 2005, Kathryn Harding, Lot 756 Section 13

7. 7:15 pm, Catherine Paterson, River Street

8. Special One Day Liquor License, at Clock Works Café, 1: Acton Cong. Church, 1: MEF, at MHS

9. Request from Police Department for membership to NEMLEC, Inc. with cost

10. Moderator/STM/Motions

11. ATM/STM May 20, 2013 Motions and Presentations

12. Town Administrator's Report

13. Old/New Business

14. Chairman's Report

15. Executive Session, Personnel and B-2, Strategy / Litigation

16. Adjourn (9:00)

Respectfully submitted



Kevin Sweet, Acting Town Administrator



Draft Minutes for April 16, 2013

OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1301 Fax: 978-897-8457

**Selectmen's Meeting Minutes**  
**Tuesday, April 16, 2013**  
**Room 201, Town Hall**  
**Time: 7:00 pm**

**Present: Chairman Dawn Capello, Selectman Brendon Chetwynd, Selectman Mick Hurrey, Selectman David Gavin, Acting Town Administrator, Kevin Sweet and Becky Mosca. Absent, Selectman James Buscemi.**

**Pledge of Allegiance**

**Public Comments:** no comment

**Motion** made by Selectman Brendon Chetwynd to approve the minute for the April 9, 2013 meeting. Second by Selectman Mick Hurrey. Vote 4 - 0. **Motion approved.**

**List of Correspondences**

- a) Accountant's Monthly Report March 2013
- b) Maynard Fire Department Monthly Report March 2013
- c) Facilities Department Monthly Report March 2013
- d) Council on Aging Monthly Report February 2013
- e) WWTP Monthly Report March 2013
- f) Western & Sampson, Town employee certification
- g) South Street resident's issue
- h) Magic Agenda April 4, 2013 Energy/Climate
- i) Charter Review Committee minutes February 27, 2013

Draft Minutes for April 16, 2013

- j) Planning Board Agenda with list of meeting dates
- k) MSA May Regional Agenda on Aging – May 1, 2013
- l) TSSBC minutes for March 13, 2013
- m) MBA minutes for March 26, 2013
- n) Assessing Department vote on the Overlay Account, April 2, 2013
- o) MDAR appointments for Animal Inspectors in Maynard
- p) MCC/MCR Agenda notice April 11, 2013
- q) On-Call contract engineering service
- r) Overlay vote from Assessors dated April 2, 2013
- s) Planning Board notice April 30, 2013

**Motion** made by Selectman Brendon Chetwynd to approve the list of correspondences as amended. Second by Selectman Mick Hurrey. Vote 4 - 0. **Motion approved.**

**Senator Jamie Eldridge and Representative Kate Hogan - TABLED**  
(Reschedule visit for Senator Jamie Eldridge and Representative Kate Hogan).

**Alan DiPietro, resident**

Resident Alan DiPietro's issue was discussed. The Acting Town Administrator and DPW, Chris Okafor will take action.

**Water / Sewer Rate Setting with Toby Fedder**

There is no change in the current Water/Sewer Rates.

**Motion** made by Brendon Chetwynd to accept the Annual Town Meeting Warrant as shown with the removal of Articles 14 and 15. Second by Selectmen Mick Hurrey. Vote 4 - 0. **Motion approved.**

Special Town Meeting Article – After legal consultation, the Selectmen will address the article at the BOS meeting April 22, 2013.

Old/New Business

Selectman Hurrey

- Reflected on time with BOS and Capital Planning. Thanked Colleagues wished them and Town the best and would be a resource if needed in anyway. D. Capello,

Draft Minutes for April 16, 2013

B. Chetwynd, D. Gavin all thanked Dr. Hurrey for his commitment and contributions to the Board.

Selectman Gavin  
Selectman Chetwynd

Selectman Capello

**Motion** made by Selectman Capello to approve and sign special permit for the Maynard Rod & Gun Fishing, Trout Derby. Second by Selectman Chetwynd. Vote 4-0. Motion approved.

**Executive Session ~ Personnel**

Motion to convene an executive session was made by Selectman Chetwynd and duly seconded by Selectman Hurrey. Vote 4-0. **Motion approved.**

<b>Roll Call</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Selectman David Gavin		X		
Selectman James Buscemi				X
Selectman Dawn Capello	X			
Selectman Mick Hurrey	X			
Selectman Brendon Chetwynd	X			

Board will not reconvene into open session.

**Motion** made by Selectman Chetwynd to adjourn. Second by Selectman Hurrey. Vote 3-1. **Motion approved.**

Time: 11:00 pm

Approved: \_\_\_\_\_

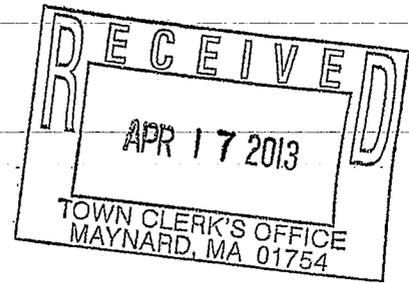
Date:

\_\_\_\_\_  
Selectman, Chetwynd, Clerk

Initials: BJM

Maura Flynn  
18 Patti Lane  
Maynard, MA 01754  
April 16, 2013

*Correspondence*



Michelle Sokolowski  
Town Clerk  
Town of Maynard  
Maynard Town Hall  
Maynard, MA 01754

Dear Ms. Sokolowski:

Under the **Massachusetts Public Records Act § 66-10 et seq.**, I am requesting an opportunity to inspect or obtain copies of all correspondence related to 129 Parker Street from the Office of the Board of Selectmen.

I am requesting copies of all emails, text messages and written correspondence from former Maynard Town Administrator, Michael Sullivan, Administrative Secretary Becky Mosca and Board of Selectmen Chair, Dawn Capello regarding 129 Parker Street.

**Dates requested:** November 1, 2012 to April 6, 2013

**Specific content:** I request all emails, text messages and written correspondence between the above referenced individuals and between them and the following addressees related to the proposed 129 Parker Street Zoning Amendment, proposed Concept Plan and April 6<sup>th</sup> Special Town Meeting Articles and town meeting process.

- Capital Group Properties Principles and representatives
- Town Department Heads
- All elected and appointed volunteers to include Planning Board members, Conservation Commission members, Finance Committee members and Board of Selectmen members.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$50.00. Information may be sent to me electronically in Portable Document Format (PDF). However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the process involved in the request for a zoning change at 129 Parker Street. This information is not being sought for commercial purposes.

Michelle Sokolowski

April 16, 2013

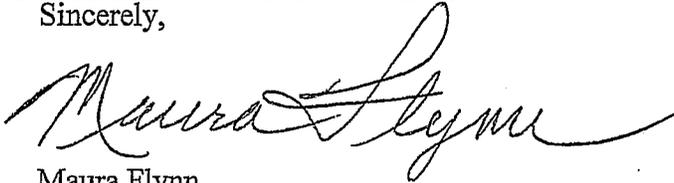
Page 2

The Massachusetts Public Records Act requires a response to this request within 10 days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

A handwritten signature in cursive script that reads "Maura Flynn". The signature is written in black ink and is positioned above the typed name and phone number.

Maura Flynn

Phone (978) 897-9502



OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

April 23, 2013

Maura Flynn  
18 Patti Lane  
Maynard MA 01754

RE: Public Records Request April 16, 2013

Dear Ms. Flynn;

Reference is made to the above captioned matter. In that connection, the Town is in receipt of same and is undertaking to determine how long it will take to obtain the documents which you requested and how many documents it will include. Once the Town has determined those numbers, the Town will provide to you the approximate cost incurred in fulfilling your request. After you have provided to the Town the funds sufficient to cover said costs, the Town will undertake to compile and duplicate the requested documents.

Should you have any questions, please let me know. Otherwise, I will be providing to you the cost estimate as soon as it is available.

Very truly yours,

Kevin Sweet  
Acting Town Administrator

cc: Dawn Capello, Board of Selectmen  
Bob Falco, Information Technology



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April 23, 2013

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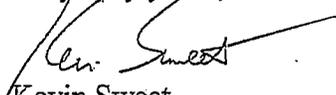
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Very truly yours,

  
Kevin Sweet  
Acting Town Administrator

cc: Dawn Capello, Board of Selectmen  
Bob Falco, Information Technology

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Total Postage & Fees	\$	APR 23 2013

Sent To

Maura Flynn  
18 Patti Lane  
Maynard, MA. 01754



# Maynard Community Life Center Committee Final Report

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**TOWN OF MAYNARD**  
**Office of Municipal Services**

MUNICIPAL BUILDING

195 Main Street

Maynard, MA 01754

Tel: 978-897-1302 Fax: 978-897-8489

www.townofmaynard-ma.gov

**Kevin A. Sweet**  
*Assistant Town Administrator*  
*Executive Director*

*Board of Health*  
*Conservation Commission*

*Building & Inspections*  
*Licensing*

*Board of Appeals*  
*Planning Board*

**TO:** Board of Selectmen

**FROM:** Kevin Sweet, Assistant Town Administrator/Executive Director 

**DATE:** April 17, 2013

**RE:** Monthly Report –March 2013

**ADMINISTRATION**

- ATA has accepted the position of Acting TA and moved upstairs to the TA office on April 1<sup>st</sup>.
- Municipal Services staff meetings/updates
- ATA continues to work on the routine assignments that we deal with on a daily/weekly basis
- ATA attended monthly MMMA Young Managers Exchange (YME)

**PUBLIC HEALTH DIVISION**

- The Board of Health reviewed a fee survey of surrounding towns and will continue discussing possible amendments to their Fee Schedule to become effective July 1<sup>st</sup>.
- Spring permit renewal packets (Private/Semi-Private Swimming Pools, Funeral Director, Tanning Salon) were mailed in mid-March
- Landfill – The Solar Project continues with minimal disruption to the timeline as a result of winter weather. A ribbon-cutting ceremony is being planned for mid-May
- Emergency Planning – The EDS Plan Audit took place on March 22<sup>nd</sup> as part of the Town's annual Technical Assistance Review (TAR). Minor amendments were cited – the most notable being a recommendation to increase call-down drill frequency from bi-annually to quarterly. The Town is still awaiting word from the state to determine whether Middlesex County will qualify for reimbursement for February storm-related expenditures.
- MCC/MRC –The MRC Executive Board met on March 23<sup>rd</sup> and continued work on a Policy and Procedure Manual. The MRC is planning their annual Volunteer Night, to be held May 15<sup>th</sup> at the Maynard Golf Course. Also, they are preparing for a day of training for volunteers. The recent volunteer survey results indicate that September is the preferred timeframe among volunteers. Given the fairly low survey response rate, a date will be set after the Volunteer Night to re-send the survey to those who have not yet responded.

## LICENSING DIVISION

- Spring license renewal packets (Junk Dealers, Sunday Ice Cream, and Bowling/Billiards) were mailed in mid-March
- Halfway Café's Liquor License Manager Change hearing request for the BOS was withdrawn by Halfway Café owners and will re-file soon.
- On Tuesday, March 19<sup>th</sup> at 7:30pm the Board of Selectmen approved a Wine and Malt Restaurant Liquor License Transfer from Neighborhood Brick Oven Pizza, Inc. to El Huipil Restaurant, Inc. The packet has been submitted to the ABCC for approval

## BUILDING AND INSPECTIONS DIVISION

- 28 Building Permits were issued throughout the month of March.
- Permits totaled \$2,008,403.00 in Construction Value and generated \$19,853.00 in Fees Collected.
- 48 Building Inspections were completed
- Throughout the month of March, 14 Plumbing Permits were issued (totaling \$795.00), 13 Gas Permits were issued (totaling \$475), and 11 Electrical Wiring Permits were issued (totaling \$689.00).
- Initial coding of applications and permits by Point online permitting software has begun, and an initial town-specific software presentation is tentatively planned for April – live date planned for July 1<sup>st</sup>.
- Continuing to work with Point Software representative to build online permitting package. Applications and Permit templates have been forwarded to Point for inclusion – an initial demo of the site is being planned for mid April.

## CONSERVATION DIVISION

The Conservation Commission held two meetings in February — March 5<sup>th</sup> and 20<sup>th</sup>.

### Public Hearings:

Notice of Intent 213 Main Street - Demolition of a single family house and construction of two duplexes. Two public hearings were held for this project (continued from January 8th). The Commission reviewed the modifications to the project in response to comments from the Planning Board and the Commission. To permit the project as proposed, the property owner will need to:

- Replace the tree box filter with a different stormwater BMP
- Provide an alternatives analysis for work in the Riverfront (required by DEP regulations)
- Develop a detailed invasive species control plan
- Determine the depth of groundwater at the bioretention basin location

The property owner provided the Commission with new plans that include additional work to shore up the retaining wall west of the duplex location. This work will be considered exempt from the riverfront act for public safety reasons. The hearing was continued until April 2nd.

### Wetland Issues:

- DEP issued revised wetland regulations. (M.G.L. c.131, s.40) A hearing was held on March 28th to receive public comments. The Commission expects to draft a comment letter.
- Environmental concerns at 129 Parker Street consumed an enormous amount of time for the agent and Commission. Numerous site visits were made to view the discharge of material from the demolition activities. The developer failed to get the proper permits from EPA and the Conservation Commission for demolition activities. A special meeting was held on March 12th to address the environmental concerns.
- Numerous site visits were made to the Old Marlboro Road lots where three houses are being constructed for compliance with the Order of Conditions. The developer needs repeated reminders, but seems willing to cooperate.

- Preliminary FIRM maps were received by the Commission. The agent plans to check the accuracy of the elevations for project locations that have surveyed elevations with the FIRM elevations (as time warrants). The Commission received complaints regarding floating debris in the river from the Waltham Street bridge project. The agent met with DOT and the project engineer to discuss how to prevent further discharges.

Administrative Business:

- The Commission made a site visit to the High School on March 19 to view the progress.
- The Commission attended the annual MACC conference on March 2nd.
- The Commission commented on the zoning changes proposed for the Neighborhood Overlay District.

Land Management:

- The agent attended an encroachment workshop.

**PLANNING & ZONING DIVISION**

- March 5<sup>th</sup>: Planning Board meeting on 129 Parker Street, Hearing to Amend Zoning By-Laws continued.
- March 12<sup>th</sup>: Planning Board meeting on 170 Main Street Special Permit decision to follow.
- March 26<sup>th</sup>: Planning Board meeting on 213 Main Street Special Permit Hearing. Continued to April 9th .
- March 27<sup>th</sup>: Planning Board continued Hearing on 129 Parker Street. Continued to April 4th.
- Greg Tuzzolo has been appointed as an Alternate Planning Board Member.
- Christopher Etchechury and Carlos Perez have been appointed by the Board of Selectmen to the Zoning Board of Appeals.
- The following three properties are awaiting ZBA Hearings:
  - 13 Acton Street
  - 10 Spring Lane
  - 50 Boeske Avenue.



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*Board of Appeals*  
*Planning Board*

**TO: Board of Selectmen**

**FROM: Kevin Sweet, Assistant Town Administrator/Executive Director** 

**DATE: March 8, 2013**

**RE: Monthly Report –February 2013**

**ADMINISTRATION**

- ATA standing meetings/updates with TA
- Municipal Services staff meetings/updates
- ATA continues to work on the routine assignments that we deal with on a daily/weekly basis
- ATA presented Municipal Services budget projection and overview to Finance Committee
- ATA attended monthly MMMA Young Managers Exchange (YME)
- ATA attended MEMA statewide public assistance and disaster management conference
- ATA attended meeting with Municipal Services new permitting software vendor

**PUBLIC HEALTH DIVISION**

- In the coming months, the Board of Health will continue discussing amendments to their Fee Schedule to become effective July 1<sup>st</sup>.
- Landfill – ECS continues to monitor the site, and monitoring and maintenance bills are being paid by ECS through Washington Gas Energy Services (WGES). Solar Project permits have been paid and issued for both Building and Electrical, and initial work has begun at the site, beginning with clearing the dog park site.
- Emergency Planning – Deputy Health Agent is working on EDS Audit Plan prep. The audit has been moved to March 22<sup>nd</sup>, and is part of the Town's annual Technical Assistance Review (TAR). Additionally, all departments have turned in February storm-related expenditure data which has been submitted to the state to determine whether Middlesex County will qualify for reimbursement.
- MCC/MRC –The MRC Executive Board met on February 5<sup>th</sup> and began work on a Policy and Procedure Manual. Annual activity planning was the focus of the session, and agree to utilize an ICS-based method when planning and executing any and all activities throughout the year. This approach will provide volunteers with consistency in planning for and executing any activity, from a Maynard Fest table to opening an Emergency Shelter, and will also provide constant exposure to ICS forms and processes. They plan to hold another planning session in the spring.
- Due distribution timing of additional requirements from the state, the EDS Plan audit by the MA Department of Public Health has been postponed to March 22<sup>nd</sup>.

## LICENSING DIVISION

- A list of outstanding January license renewals has been made available to the BOS.
- Halfway Café's Liquor License Manager Change hearing is scheduled for Tuesday, March 19<sup>th</sup> at 7:15pm.
- Due to a BOS meeting change, the original hearing for the Wine and Malt Restaurant Liquor License Transfer from Neighborhood Brick Oven Pizza, Inc. to El Huipil Restaurant, Inc. has been cancelled from March 5<sup>th</sup> and re-scheduled for Tuesday, March 19<sup>th</sup> at 7:30pm.

## BUILDING AND INSPECTIONS DIVISION

- 17 Building Permits were issued throughout the month of February.
- Permits totaled \$170,004.00 in Construction Value and generated \$1,886.00 in Fees Collected.
- 39 Building Inspections were completed
- Throughout the month of February, 7 Plumbing Permits were issued (totaling \$370.00), 6 Gas Permits were issued (totaling \$340.00), and 18 Electrical Wiring Permits were issued (totaling \$19,685.35). The Electrical Wiring Permit for the Landfill Solar Project is included in these totals.
- Initial coding of applications and permits by Point online permitting software has begun, and an initial town-specific software presentation is tentatively planned for April – live date planned for July 1<sup>st</sup>.

## CONSERVATION DIVISION

The Conservation Commission held two meetings in February — February 5<sup>th</sup> and 19<sup>th</sup>.

### Public Hearings:

- Notice of Intent 213 Main Street - Demolition of a single family house and construction of two duplexes. Although no hearings were held for this project (continued until March 5th), the Commission did review the Special Permit application submitted to the Planning Board and the peer review provided by VHB. The agent did provide permission to the property owner's contractor to remove the old goat shed while the ground was still frozen and their equipment would do minimal damage.

### Wetland Issues:

- The owner of 35 River Street asked the agent about potential redevelopment of this property and the associated riverfront restrictions. The entire property is within 200 feet of the river and subject to the Riverfront protection act.

### Administrative Business:

- The agent met with Kevin Feely of the Recreation Commission to review the goals and objectives for the Open Space and Recreation Plan. The agent updated Chapters 8 and 9 to reflect the changes proposed by the Recreation Commission.
- The Commission reviewed the proposed changes to the Neighborhood Business Overlay District and has the following comments:
  - Section 9.3.2 – The NBOD shall not have control over the provisions of the aquifer protection district or other environmental provisions.
  - Section 9.3.8 – An increase in gross floor area will need to comply with other town regulations including stormwater and wetlands and riverfront protection.
  - Section 9.3.11 – A defined 20 foot setback requirement where the NBOD development abuts open space zoned properties is not acceptable if a regulated resource area abuts the property.
- Mr. Thomas Recane asked the Commission for permission to plant hybrid American Chestnut trees on Conservation property. Mr. Recane will be growing four trees from seed and would like to transplant the seedlings to Conservation Commission property. Mr. Recane will be responsible for the care and maintenance of the trees, although he needs protected space to plant seedlings. The Conservation Commission property on Rockland Avenue was proposed, but the agent and Mr. Recane will scout other

potential areas in the spring. The Commission signed the Germplasm agreement which preserves the American Chestnut Foundation's rights to the genetic material of these hybrids.

Land Management:

- The agent sent an encroachment violation to 27 Dix Road, based on observations made during a site visit to 29 Dix Road (that also has encroachment issue).
- The agent will move forward on the field survey of the 2-acre Rockland Ave. property if and when a purchase and sale agreement is signed with Mr. Quirk.

**PLANNING & ZONING DIVISION**

- February 12<sup>th</sup>: Planning Board meeting. Distributed Special Permit packets for 213 Main Street, 170 Main Street and 129 Parker Amendment.
- February 26<sup>th</sup>: Planning Board meeting on 213 Main Street Special Permit.
- Two new Zoning Board of Appeals candidates, Christopher Etchechury and Carlos Perez, have expressed interest in becoming ZBA members.



# MAYNARD FIRE DEPARTMENT

Fire Chief  
Anthony Stowers

## Monthly Report

### APRIL 2013

#### FIRE RESPONSE ACTIVITIES

Number of requests for service in April was 137; the requests break down for the month break down as follows:

Basic life support ambulance	35
Advanced life support ambulance	28
Mutual aid ambulance	2
Motor vehicle accident	0
Pedestrian hit by motor vehicle	0
Flammable gas leak	0
Flammable liquid/Hazardous Material spill	1
Building/Chimney Fire	0
Carbon monoxide detector activation/Problem	4
Other not specifically classified (car fire)	10
Lock-out	7
Mutual aid building fire/Automatic aid	1
Good intent/assist police/investigation/Haz-Mat Investigation	1
Well-being check	0
Rescue with no medical emergency	7
Smoke Investigation	4
System/Furnace malfunction	0
Smoke detector/Alarm activation with no fire	6
LP gas inspection/Tank Truck/Fuel Tank	0
Investigation of citizens complaint	0
Smoke/CO detector/Oil Burner inspection	14
Arcing electrical/wires down/overheat	0
Cooking Fire/barbeque fire/Brush/Vegetation	4
Unintentional false/canceled/unauthorized burning/other	13
Total	137

#### TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 130 hours of on-shift training in April in a variety of topics such as driver/operator, dispatch operations, and hydrant and drafting operations, Professional Development and building familiarity with walks through multiple buildings among other topics. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods. In addition all 4 groups continued working on our pre-fire planning program. This month the Maynard Fire Department had some "impact" training done right here at the station by the Massachusetts Fire Academy. This training involves a four hour class on lightweight construction and how it impacts firefighter safety and fire behavior.

## SHIFT PROJECTS AND ACTIVITIES

We have continued working closely with a software company called GovCentric, we have started using the pre-fire planning component of this system. We are excited by the fact that the first module of this new system is on-line and being used! We have also written a grant to help expand the original system currently being designed.

We have reviewed and updated all of our existing operating guidelines, rule and regulations. We will continue to develop new guidelines as needed. As of April 1<sup>st</sup>, our new Guidelines, General Orders, Rules and Regulations will go into effect.

### ACTIONS OF NOTE:

As you know, were awarded a Fire Prevention Grant in the amount of \$3,000.00 for Fire Prevention Activities in March. We have purchased a Sparky the Fire Dog costume to be used for our public education program!

Firefighter Sean Kiley and Chief Stowers, along with Police Chief Dubois, Facilities Manager Greg Lefter and Maynard School Facilities Employee Dave Herlihy, attended a class on planning for School Shootings. While we certainly hope this training will never be needed, we are working toward planning just in case!

A few months ago we developed a pre-inspection form for Maynard Businesses who require an annual inspection. The purpose of this partnership is to help business owners or managers identify and correct any potential problems prior to their annual inspection. We feel this will decrease the anxiety faced during the very busy inspection season. We have sent those forms out to the business's that require annual inspection so they can better prepare for their fall inspection.

We have continued our annual fire safety inspection program in an effort to keep our citizens and visitors safe from unforeseen and unpredictable events.

This month saw the latest edition of Fire Safety articles in the Beacon Villager on Cooking Safety. Another monthly reminder of our "Voluntary Home Safety Inspection Program, anyone wishing to have firefighters inspect their home for safety hazards, please let us know!

We have continued to see a rise in simultaneous emergencies, particularly medical emergencies.

We have continued to pursue grant funding from multiple sources and in the process of submitting another. We are still in the running for some Federal Grants, let's keep our fingers crossed.

Our public education campaign has continued and we have added some very important safety information to both the Fire Department website and our Maynard Fire Department Facebook Page.

Our new I-pads are now in service and being used for pre-fire planning activities! We will eventually be adding EMS reporting to the functionality of these devices.

Captain Landry and Chief Stowers have been meeting with the new owners of the Fire Arts Theatre, Melanie Perry and Steve Trumble. They have agreed to install an early warning smoke detector system in the Theatre! This will significantly enhance the safety of the patrons and the Maynard Fire Department would like to publicly acknowledge this effort and commend them for being so community minded!

Respectfully Submitted,  
Anthony Stowers



Figure 1 Firefighter Dan Gould wearing our new Sparky the Fire Dog Costume

# **FACILITIES DEPARTMENT**

**April 2013**

**Gregg Lefter, Facilities Manager**

## **Activity Report**

### **FACILITIES:**

- **Monthly School Building Meeting**
- **Weekly School Building Meeting**
- **Monthly AVVTS Meeting**
- **Green Meadow insurance claim and repairs**
- **Final Green Communities Grant Funding**
- **Work completed at MGC**
- **Received Chapter 149 Certification**
- **School Safety Seminar at Stanley Corp**
- **School Emergency seminar Dover NH**
- **PK2 Evaluation and Walkthru**
- **Coolidge Park Ribbon Cutting**
- **Reo Road Park Consulting**



**Report of Treasurer/Collector's Office  
For March 2013  
Submitted by Cheryl Kane**

**Activity Report**

March 2013 Collections:

Collector: Taxes and water/Sewer:	\$ 644,058
Treasurer: Dept Turn-ins and wire receipts:	\$ 1,789,761

4<sup>th</sup> Quarter Tax Bills mailed on March 28th

Delinquent Real Estate Taxes 7/1/12-3/31/13:

Collections/Commitments Net 7/1/12-3/31/13:	\$ 655,648
Delinquent Outstanding Balance as of 3/31/13:	\$ 1,032,600

**Comments**

Projects:

- Treasurer's Cash and Collector's Receivables are reconciled thru February.
- The Law Firm of D'Ambrosio Brown has been engaged to collect taxes on several delinquent properties.

## Maynard On-Call Contract 2013

### Invoice Summary

#### Log of Activity by Date for Wayne Amico

##### Town Hall Attendance 3/20/13 – 6 hours

- Contacted 2 residents concerning sump pump issues from abutting properties
  - Cathy Jordan, 6 Ricky Drive, 978-897-9684
  - Brenda Jones, 3 Michael Road, 978-897-2566
  - Sent Brenda Jones copy of EPA Fact Sheet relative to illicit discharges
  - Met in the field with Rick Asmann and Brenda Jones to review neighbors' sump pump discharge. Rick to contact neighbor to discuss the issue and send letter if required.
- Call and emailed Davis Amann at NStar, 781-441-8123, david.amann@nstar.com at the request of an abutter complaint Chris Lanni. Wayne called Chris first to get background information on the situation. Apparently Steel plates were left on the edge of the roadway at 115 Waltham Street/Old Mill Road since thanksgiving. Wayne requested that David coordinate the removal of these plates as soon as possible.
- Discussed 129 Parker Street utility capacity with Kevin Sweet, Marie Morando, David Simmons and Tim Mullally-sent email to Mike Sullivan with water and sewer capacity information.
- Forwarded town well information to Jason Kreil from town Planning Board. Will need to meet with Jason and Tim Mullally to discuss Town well permitted draws.
- Discussed 129 Parker Street water and sewer needs with Jason Kreil from the Planning Board.

##### Town Hall Attendance 3/21/13 – 6 hours

- Talked with Mike Jordan at 6 Rickey Drive regarding sump pump from neighbor. Mike is annoyed at his neighbor and will be erecting a fence to discourage the neighbor from running sump pump hose across his property. Rick Asmann will call neighbor and if no reply, DPW will send letter to them.
- Reviewed existing exterior of building at 129 Parker Street site with Gregg Lefter and Rick Asmann. DPW will return on 3/26/13 for internal assessment
- Discussed various town projects with Marie Morando, Rick Asmann, Linda Hansen and Mike Sullivan
- Discussed 129 Parker Street water and sewer needs with Jason Kreil from the Planning Board.
- Visited Town Highway Facilities building.

##### Town Hall Attendance 3/26/13 – 6 hours

- Toured existing building at PK2m 129 Parker Street site with Gregg Lefter and Rick Asmann.
- Contacted VHB's subconsultant, Covino, Inc. to request a fee to do some building assessment for environmental concerns at PK2, 129 Parker Street.
- Discussed MS4 compliance issues with Town Staff; Marie Morando, Kevin Sweet, Linda Hansen, Tim Mullally, Joe Foster, Caroline Hampton, Wayne Amico.
- VHB will produce MS4 compliance documents and field with EPA by 5/1/13 deadline.

#### Town Hall Attendance 3/28/13 – 6 hours

- Met with Kevin Sweet, Dave Simmons, Tim Mullally and Mike Sullivan to discuss Mockingbird pump station funding, time and town meeting appropriation.
- Sent email to Tim Deguglielmo at W&S with questions and comments on Mockingbird Pump station plans and procedures.
- Reviewed Town Warrant articles dollar values for water, sewer and highway needs for this year with Marie Morando, Tim Mullally, Dave Simmons and Joe Foster
- Completed Tour of Town of Maynard Sewer facilities
- Requested quote from VHB pavement services for a pavement management system for the Town.
- Discussed snow plow damage to asphalt berm with Darryl Whitney, 5 Assabet Street (978-828-1250). Wayne confirmed with Joe Foster that this section of asphalt berm will be replaced this spring when Shore Drive is paved.

#### Town Hall Offsite work 4/2/13 and 4/4/13– 2 hours

- Provided coordination services to secure testing company for testing and initial assessment of 129 Parker Street PK2 building.

#### Town Hall Attendance 4/5/13 – 8 hours

- Discussed with Marie Morando and Joe Foster preparing a comprehensive street database for all streets in town to develop a better way of evaluating the Pavement condition for the existing Town streets to help determine the priority of paving.
- Met with Tim Mullally, Gary McCarthy and Ben Mangan (from Stantec) to discuss and finalize DEP reporting for the 2012 Calendar year:
  - Consumer confidence Report
  - Annual Statistical report
- Discussed contract with Covino Inc. for material testing at 129 Parker Street, PK2 building. Town will execute contract next week and Covino should be able to start work within a week.
- Discussed previous proposal that Stantec had send to the Town of Maynard for I/I testing of the sewer system. Wayne will discuss this issue with the town next week after a copy of the report is sent from Stantec.
- Reviewed W& S comments on Mockingbird Pump Station design plans and specifications.
- Reviewed consultant's final revisions for the 213 Main Street development addressing the public and Planning Boards comments on the excessive driveway width.

#### Town Hall Attendance 4/9/13 – 8 hours

- Met with Kevin Sweet, Marie Morando, Chris Okafor, Dave Simmons and Tim Mullally to discuss:
  - MS4 Permit Completion
  - PK2 Building assessment
  - Town meeting article for steel water tank relining and Concrete tank repairs
  - I/I proposal from Stantec – Dave needs to review final Stantec I/I report before town should consider proposal
- Met with Chris Okafor and entire staff for weekly DPW staffing meeting
- Called Jim McCann (978-793-2706) regarding repaving of Shore Ave – Wayne to review roadway condition with Joe or Chris once price is solidified with Lazaro for paving of the roadway.

- Sent email to Dave Chappell of Woodard and Curran to requested updated cost estimate for repairs to 2 water tanks.
- Coordinated and sent contract with Covino Inc. for material testing at 129 Parker Street, PK2 building to contractor. Covino should be able to start work within a week.
- Sent detailed email memo to Kevin Sweet on DPW actions to date concerning 129 Parker Street.

#### Town Hall Offsite work 4/10/13 - 1 hour

- Provided coordination and conference call requesting Water Tank estimates form Bob Chappell at Woodard and Curran for use budgeting cost for Town meeting

#### Town Hall Attendance 4/11/13 – 4 hours

- Met with Chris Okafor to review status of all projects and Town issues that VHB has been involved with since the start of our contract on 2/5/13.
- Discussed Town's request for conceptual cost estimate with Dave Chapel of Woodard and Curran for the relining of Steel water tanks and rehab of concrete water tank
- Reviewed DRAFT MS4 Stormwater report being prepared by VHB staff. VHB will send to Town week of 4/15/13 for final review and input.
- Sent VHB Proposal for on call services as well as VHB contract to Chris Okafor for his review and files.
- Requested VHB payment group to prepare a proposal for comprehensive Town wide Pavement and sidewalk inventory program and software integration.

## Becky Mosca

---

**From:** Mike Chambers <chambersm@oscie.com>  
**Sent:** Monday, April 29, 2013 9:26 PM  
**To:** Kevin Sweet  
**Cc:** Becky Mosca  
**Subject:** DPW Question  
**Attachments:** Town of Maynard DPW Contact - Acknowledgement

Hi Kevin,

How do I reach the new DPW Superintendent? I want to talk to him about a couple of things regarding Crowe Park. When the water department turned on the sprinkler system for Crowe I was told by the High School AD that there was a big leak in the system. The sprinkler system was purchased with CPC money and we would like to find out what is wrong with the system and get it fixed. I fertilized the field with organic fertilizer last week and also seeded a large portion of the field. We would love to be able to water the field. Maynard High School and my organization just spent \$3000 on improvements to the field. I also wanted to talk to him about possibly getting the outside area of the field picked up. There are a lot of big branches and rocks scattered throughout the park. My baseball organization has already done some work on the field as far as cleaning up but we do not have the equipment to finish the job.

I filled out a form about ten days ago through the DPW website to speak to someone about these problems and never received a reply. I also called and left a voice message the next day and again no reply. I called the DPW office last Friday and left two messages on his voicemail and again no reply. I called this again this morning and he was in a meeting and Barbara said she would get the message to him. No reply!

Would it be easier for me to make an appointment with the BOS to discuss these issues and the fact that there seems to be a communication problem in the DPW office? I am trying not to vent with you but I am getting repeated questions from the High School and residents on why the sprinkler system is not working and why doesn't the town pick up leaves and branches at Crowe Park. Sorry I am dumping this on you but I am frustrated in trying to talk to someone about these issues. I can be reached at 978-430-6905 or this e-mail address.

On a positive side note, our Babe Ruth Program started two weeks ago and the netting is working great! We have not had any balls go in the neighbor's yards and the High School is reporting the same results.

Thanks,  
Mike Chambers

## Becky Mosca

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**From:** Dawn Capello <dawncapello@gmail.com>  
**Sent:** Thursday, April 04, 2013 4:51 PM  
**To:** Kevin Sweet  
**Cc:** Michelle Sokolowski; Becky Mosca  
**Subject:** Re: FW: Election

Hi Kevin,

The Board does agree with Michelle's suggested date of June 25th.

Please add this to the April 16th agenda and we will officially call the election.

Thanks,  
Dawn

On Thu, Apr 4, 2013 at 4:41 PM, Kevin Sweet <[ksweet@townofmaynard.net](mailto:ksweet@townofmaynard.net)> wrote:

FYI

---

**From:** Michelle Sokolowski  
**Sent:** Thursday, April 04, 2013 9:41 AM  
**To:** Kevin Sweet  
**Subject:** RE: Election

Hi Kevin:

The BOS has not voted on a date that I am aware of.

They asked my opinion and I suggested the date of June 25<sup>th</sup> which is the same day as the Special State Election.

We will get a better turnout of if we do it this way versus having a Special Election for one seat. There will be a cost savings as well. The

BOS must vote on this before April 22<sup>nd</sup>.

Sincerely,

*Michelle*

**Michelle Sokolowski**

**Maynard Town Clerk**

**195 Main Street**

**Maynard, MA 01754**

**Tel: 978-897-1300**

**Fax: 978-897-8553**

**Email: msokolowski@townofmaynard.net**

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**From:** Kevin Sweet

**Sent:** Thursday, April 04, 2013 9:03 AM

**To:** Michelle Sokolowski

**Subject:** Election

Hi Michelle,

Do we have a scheduled date for the BOS election for Mick Hurrey's seat?

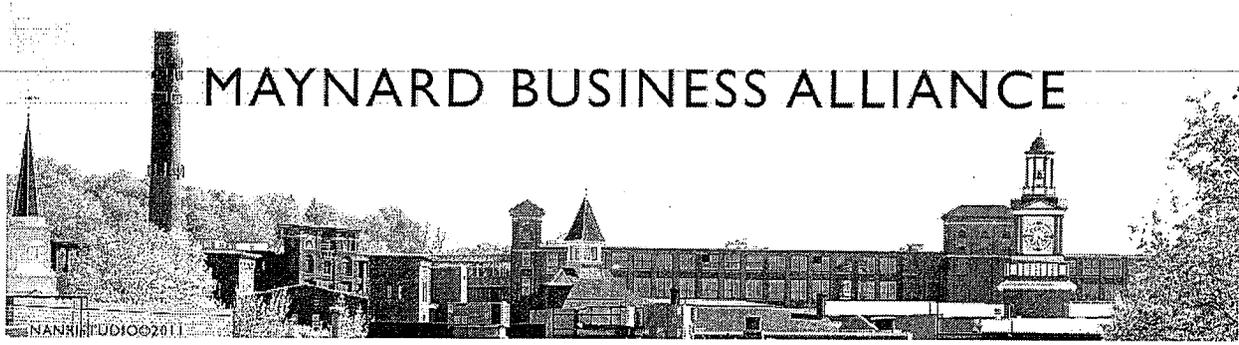
Thanks,

Kevin

**Kevin A. Sweet**

**Acting Town Administrator**

Town of Maynard



# MAYNARD BUSINESS ALLIANCE

## MEETING MINUTES

April 16, 2013

A meeting of the Maynard Business Alliance was held on April 16 with the following in attendance: Kelli Costa, Deb Hledik, Laura Weinstein, Nick Johnson, Steve Wood, Bruce Lucier, Nanri Tenney, Kyle Piro, Rob Wezwick, and Dave Griffin.

The meeting was called to order at 5:30 p.m.

- I. Approve last meeting's minutes
  - A. Deb made a motion, Kelli seconded it, the minutes were approved
  
- II. Miscellaneous Discussions
  - A. Kyle will take Bob's place on the Board of Directors, details to follow
  - B. Motion made by Bruce, seconded by Kelli to spend \$425 on liability insurance, approved by the group
  
- III. Spring Art Walk
  - A. CAC can only fold passports in half, need them folded in quarters but have enough volunteers in the group to get it done
  - B. Nick will talk with the police chief before deciding if we want a police detail for the Art Walk
  - C. Dave will take pictures
  - D. For advertising, Kelli has sent many mailings, we have a digital flyer to share, flyers, window advertisements, and backpack program
  
- IV. Future Fundraising Brainstorming
  - A. Maynard T-shirts with logo by Bruce
  - B. Public auction possibly with food/evening outing
  - C. Kooky boat day-boat races where people would pay to enter
    1. Could coincide with the Maynard Farmers market to feed of their crowd and provide them with more shoppers
    2. Prepared food may bring more revenue
    3. Could have a band to foster a fun family outing
  
- V. More Miscellaneous Discussion

- A. Nanri made a motion to spend up to \$100 for sandwich boards, Dave seconded it, approved by the group
- B. "benefits of membership" should be added to the website

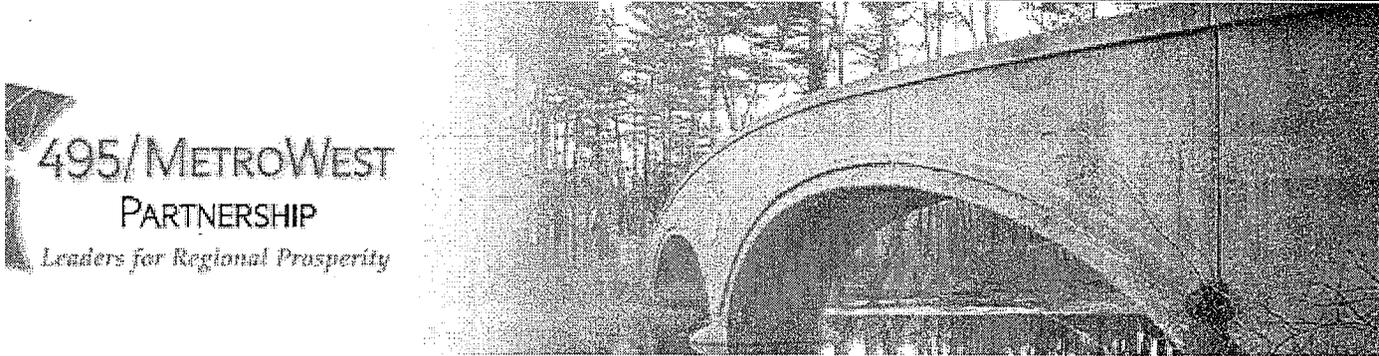
There being no other business, the meeting was adjourned.

Next meeting to be held on Tuesday, 5/7 at 5:30 at Gallery Seven to review the Art Walk and discuss fundraising.

Laura Weinstein

**Becky Mosca**

**From:** mecc@memberclicks-mail.net on behalf of Jessica Strunkin <jessica@495partnership.org>  
**Sent:** Wednesday, April 17, 2013 3:43 PM  
**To:** Becky Mosca  
**Subject:** 495/MetroWest Partnership's Update for April 2013



## PARTNERSHIP UPDATE

*April 2013*

*Update from the 495/MetroWest Partnership, the regional economic development council serving thirty-three communities in the state's economic engine, 495/MetroWest.*

[www.495partnership.org](http://www.495partnership.org)

### MOBD Executive Director Addresses Region on April 24

of the Partnership's *Institute on Local Issues*, on **th at 8:30am**, our Energy and Sustainable ment Committee will hold a regional briefing by Jim the Executive Director of the MA Office of s Development.

ays a key role in the state's economic development e, with a mission to strengthen the Massachusetts / by providing a highly responsive, pro business that stimulates job growth and builds on the core c strengths of every region. MOBD facilitates access rces and incentive programs that help businesses Massachusetts.

e Director Ermilio's presentation is very timely, i role and MOBD's responsibilities for the state's c Development Incentive Program, which has had h profile regional wins recently such as TJX and ks. Beyond those issues, there is an ongoing n within MOBD while Robert Anderson assumes

### Governor Patrick Briefs Partnership Board of Directors on his Budget Proposal



*Governor Patrick briefing the Partnership's Board of Directors at Genzyme*

Director responsibilities while Arthur Robert is conducting a statewide energy study of our military bases.

For more about MOBD, the EDIP program, and other economic development programs and incentives, attend an important session on April 24th at 8:30am in the floor conference center at 200 Friberg Parkway in Westborough. While there is no event cost to attend, please register by emailing [paul@495partnership.org](mailto:paul@495partnership.org).

**PLEASE HOLD THE DATE**

**MORNING OF JUNE 11th**

**THE PARTNERSHIP'S ANNUAL CONFERENCE**

**FEATURING STEVE CROSBY, CHAIR OF THE MASSACHUSETTS GAMING COMMISSION**

**SPONSORSHIPS STILL AVAILABLE**

### **New Shuttle Service Planned for Westborough**

The Partnership's *Institute on Local Issues*, our Transportation Committee hosted a presentation on the new shuttle service for Westborough by Stephen G. Administrator of the Worcester Regional Transit Authority (WRTA) and Mary Ellen Blunt and Jonathan Church of Central Massachusetts Regional Planning Commission (CMRPC).

The shuttle service is expected in late summer 2013 and will connect the Westborough Commuter Rail Station with Westborough employers. The planned route currently has Westbound stops on Route 9 before making stops on Technology Drive, Westborough Office Park, the corner of Friberg Parkway and Connector Rd., and then the corner of Technology Dr. and Technology Dr., with a repeat of the stops heading westbound back to the Westborough Commuter Rail Station. The presentation includes a map of the route and a detailed table on stops.

The presentation also referenced the desire to connect the Westborough with the MetroWest RTA along Route 9, a goal which the Partnership continues to work with the two RTA's to achieve.

The Partnership is interested in hearing from businesses who might benefit from the new shuttle service or are interested in further information on transit options in the region. Please contact the Partnership's Deputy Director, Jessica Strunkin, at [paul@495partnership.org](mailto:paul@495partnership.org), for further information on the presentation or the Partnership's Transportation Committee.

### **Stormwater Management Initiatives**

The Partnership's *Institute on Local Issues*, our Resources Committee hosted a presentation by the

*Biologics Support Center in Framingham (photo courtesy of Genzyme)*

In his annual State of the State address and in proposing a state budget for FY2014, Governor Deval Patrick called for a series of bold changes to the Commonwealth's tax structure in order to invest in transportation infrastructure and educational programs.

Due to the Partnership's longstanding focus on transportation infrastructure and on collaborative public-private leadership for our economically crucial region, Governor Patrick asked for an opportunity to directly brief the Partnership Board of Directors on his proposals. On March 6th, generously hosted by Genzyme, Governor Patrick briefed our Board on these initiatives, which include decreasing and dedicating the sales tax to infrastructure programs while increasing the income tax and changing some deductions. The resulting revenue would be used for transportation investments such as \$12 Million for improvements to Route 9 in Westborough and Southborough, forward funding for increasing resources for regional transit authorities like the MWRTA, expansion of the Chapter 90 municipal roadway program, MBTA services, and educational initiatives (more background is online [here](#)).

Board members greatly appreciated the Governor's commitment to directly discussing his budget plan with them, and shared their feedback, particularly the need for toll equity and further investment in the 495/MetroWest region. This discussion was a key factor in the Board's subsequent development of a consensus position on transportation finance (see below), and all appreciated the Governor's personal consideration of the Partnership's discussion and position on these issues.

### **Partnership Calls for Fairly Funding Transportation**

Following Governor Patrick's presentation to the Partnership's Board of Directors and Secretary of Transportation Davey's earlier presentation on *MassDOT's Transportation Plan*, the Board developed a consensus position on transportation finance and approved a comprehensive position entitled **Fairly Funding Transportation**.

"Our Board of Directors and Transportation Committee members deserve a great deal of credit for developing such a thoughtful position on such a difficult topic," said the Partnership's Public Sector Co-Chair Glenn Trindade, a member of the Board of Selectmen. "As a public-private collaborative, the 495/MetroWest Partnership understands the critical importance of adequate, fair and reasonable investment in our transportation system necessary to support continued economic development and vitality for our region," said the Partnership's Private Sector Co-Chair Scott Weiss from The Gutierrez Company.

Highlights from the detailed position statement include:

- Partnership support for additional transportation revenue is contingent upon the continuation of significant reform and cost-savings efforts by MassDOT, the Administration and the Legislature. Transportation reform efforts require continuous monitoring and improvement, and are not complete.
- Increased revenues must be:
  - Collected equitably from all users and beneficiaries of the transportation system;
  - Dedicated to the transportation system;
  - Distributed fairly across all modes of travel and regions in the state;

their stormwater initiatives and the recently redrafted MS4 (Municipal Separate Storm Sewer permit for New Hampshire).

**Murphy, EPA Region 1 Chief of the Stormwater Construction Permits Section**, provided a detailed explanation on the updates to the permit, noting that the time period for the NH draft is likely to be extended beyond the original April 15 deadline. This draft MS4 has been significantly modified from the draft that was released back in December 2008. **The Massachusetts draft will likely be based, at least partially, on this Massachusetts draft.** When asked for the expected MA draft release, Ms. Murphy noted a target date of May 30th, but joked that she should not write that date down. Ms. Murphy addressed many questions posed by attendees and she solicited further comments and feedback, noting, "We are listening too."

He also heard from **Ken Moraff, Acting Director for Office of Ecosystem Protection**, whose presentation focused on broader stormwater topics from an EPA perspective. Mr. Moraff noted that the EPA is beginning to look at addressing stormwater as a long term goal that cannot be accomplished in a five-year permit, but that they are trying to figure out a realistic timeline. Of particular importance to the Partnership's members were the references to the Residual Designation (RDA), since there is still a draft permit targeting our communities, namely Bellingham, Franklin and Lowell. It appears as though the EPA is interested in releasing the MS4 permit for Massachusetts before beginning next steps on the draft RDA permit. The next meeting a TMDL target would require an alternative approach was also discussed.

The NH permit materials are located [online](#), but for background or to learn more about our Water Assets Committee, please contact the Partnership's Deputy Director, Jessica Strunkin at [jstrunkin@495partnership.org](mailto:jstrunkin@495partnership.org).

### Other Developments

**TechSandbox Launched:** A new innovation center has been launched in partnership with Becker College's Southborough campus to serve 495/MetroWest region. The mission of TechSandbox is to accelerate the success of science and technology entrepreneurs in our region by facilitating access to information, education, and expertise, and inspiring the community and collaboration necessary to attract, create, and retain exciting businesses. Programs include panels and events in cooperation with key professional associations, networking events, and special interest groups. The Partnership has endorsed this terrific new resource, and we like to offer our congratulations to founder Barbara Morone who is online at [www.techsandbox.org](http://www.techsandbox.org).

- Disbursed in an open and transparent manner; and
  - Result in increased annual funding to Regional Transit Authorities, to the Chapter 90 program, as well as to projects spanning municipal, regional, and MPO boundaries.
- The Partnership supports a fair and reasonable increase in the gas tax that is indexed to inflation and commensurate with other northeastern states but recognizes the diminishing returns of this revenue stream.
  - Reasonable fare and fee increases ought to be regularly programmed and coordinated, with the next moderate fare increase at the MBTA occurring no sooner than FY 2015 in light of the significant fare increases in FY 2013.
  - Privately-funded transportation improvements that have been approved by state and local government, and which are consistent with the Commonwealth's Sustainable Development Principles, ought to be prioritized and expedited through design review, as these improvements are typically constructed at little to no cost to the Commonwealth.
  - Additional sources of revenue through measures such as a vehicle-mile traveled (VMT) tax, an emissions tax or green fee should be pursued if they seek to replace tolling and offset other increases, such as tolls and fees. The Partnership would support new forms of revenue so long as the new revenue stream limits or replaces other taxes and fees, is equitable, dedicated, and distributed fairly and openly.

**Fairly Funding Transportation** has been shared with our legislative delegation including Governor Patrick, Lt. Governor Murray, Secretary of Transportation Davey White, Secretary of Housing and Economic Development Bialecki, noting the 495/MetroWest region's impact on the economic health of the Commonwealth and our reliance upon one of only two tolled facilities in Massachusetts. If you have any questions regarding this position paper or our Transportation Committee, please contact the Partnership's staff.

## Partnership Deputy Director Appointed to Public-Private Partnership Infrastructure Commission

The Partnership's Deputy Director, Jessica Strunkin, has been appointed by Treasurer Steven Grossman to serve on the state's Special Public-Private Partnership Infrastructure Commission. The Commission was created in the Transportation Reform Act and according to its statutory charge, will **comprehensively review, monitor, and approve all requests for proposals for design-build-finance-operate-maintain or design-build-operate-maintain contract services.**

In making his appointment, State Treasurer Steven Grossman said, "I am delighted to appoint Jessica Strunkin to this Commission. Her proven ability to work collaboratively with public and private organizations is evident in her work at the 495 Partnership. Her expertise in economic development and transportation will be an enormous asset to the group."

Other Commission members include:

- Former Congressman John Olver;
- Joseph Dorant, the President of Massachusetts Organization of State Engineers and Scientists;
- Alan Macdonald, a member of the Massachusetts Department of Transportation Board of Directors and formerly the Executive Director of the Massachusetts Business Roundtable, Chairman of the Transportation Advisory Committee, and member of the 2007 Transportation Finance Commission;
- Valerie Mosley, the Chairwoman and CEO of Valmo Ventures, and

**on MA Life Science Center's Impact:** A report sioned by the Boston Foundation and carried out by y and Michael Dukakis Center for Urban and Regional t Northeastern University analyzed the impact of the Science Center on the state economy. This nsive study looked at direct and indirect economic , and found that every \$1 of state funding generated d added tax revenue. For more information, the full s online [here](#).

**line state portal for businesses:** The state has d a new one-stop portal for businesses to access tion, tools, and more at [www.mass.gov/business](http://www.mass.gov/business)

Thanks to our Bronze Investors:

- ank
- omas
- Initiatives LLC
- Environmental Engineering
- Group Properties
- istribution Corp.
- Corp.
- ity Newspaper Co.
- ternational Affiliates, Inc.
- Environmental
- errez Company
- ll Inc.
- ley LLP
- er / SEA Consultants
- ommunity College
- ugh Hospital
- st Regional Transit Authority
- egional Medical Ctr.

- formerly a Partner, Senior Vice-President and Investment Strategist Wellington Management Company, LLP;
- David Luberoff, the Senior Project Advisor to the Radcliffe Institute Advanced Study's Boston Area Research Initiative, and formerly the Executive Director of Harvard's Rappaport Institute for Greater Boston
- John Vitagliano, a Principal of Seagull Consulting and formerly a Massachusetts Board Member and Boston Transportation Commissioner.

The MassDOT announcement of appointments further noted that the Commission in reviewing the requests for proposals, will consider such issues as the proposed policies for overseeing a privately operated transportation facility; financial issues including taxation, profit-sharing, revenue producing and the financial value of any state transportation facility involved; use of new technologies; and the anticipated advantages of entering into a public-private agreement for services.

**Special thanks to our state legislators for securing state funding for regional economic development and the Office of Business Development for their support.**

Special Thanks to Our Platinum Investors:

- Bose Corp.
- Bowditch & Dewey LLP
- Carruth Capital LLC
- IBM

Special Thanks to Our Gold Investors:

- Cisco Systems
- Fidelity Investments
- Day Pitney LLP
- Genzyme Corp.
- EMC Corp.
- NSTAR

Special Thanks to Our Silver Investors:

- Alexander, Aronson, Finning, & Co. PC
- Fallon Community Health Plan
- Framingham State University

Connell  
 Development  
 Snow & Hahn, LLP  
 Barry Joyce & Partners, LLC  
 ter Systems Services, LLC  
 s Credit Union  
 & Curran  
 Hangen Brustlin, Inc.

**Middlesex Savings Bank**

**NAIOP Massachusetts**      **Patriot Place**

**Sam Park & Co. Ltd.**

**Staples**      **Sunovion**

**TJX Companies**      **TransAction Associates**

**495/MetroWest Partnership**

<b>Private Sector CoChair</b>	<b>Scott Weiss, The Gutierrez Con</b>
<b>Public Sector CoChair</b>	<b>Glenn Trindade, Town of Medw</b>
<b>Private Sector ViceChair</b>	<b>Kathleen Freeman, Northeast U</b>
<b>Public Sector ViceChair</b>	<b>Joseph Nolan, Town of Waylan</b>
<b>Treasurer</b>	<b>Marc Verreault, Carruth Capital</b>
<b>Clerk</b>	<b>Peter Martin, Bowditch &amp; Dewey</b>

*Paul Matthews, Executive Director*

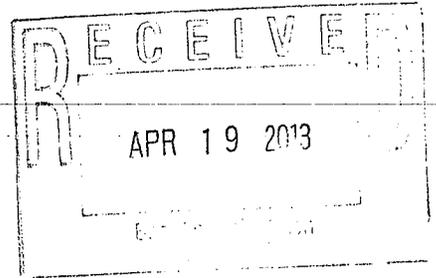
*Jessica Strunkin, Deputy Director*

This email was sent to bmosca@townofmaynard.net by [jessica@495partnership.org](mailto:jessica@495partnership.org)

powered by  **memberclicks**

495/MetroWest Corridor Partnership, Inc. | 200 Friberg Parkway, Suite 1003 | Westborough, Massachusetts 01581 | United States

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**TOWN OF MAYNARD**

To: The Maynard Board of Selectmen

In all instances where the Police are called to the premises regardless of the intent or severity of any incident, battery or physical altercation committed on the premises, the Manager shall submit a complete and accurate written report (on a form provided by the Selectmen) of the same to the Selectmen within 24 hours.

A. Name of Premises: THE PLEASANT CAFE

B. Name of Manager: FRANK DZELKACZ

C. Parties Involved by Name and Address (if known): JOHN GRACEFFA JR

C. Time and Date of Altercation: 4/18/13 approx 11:30PM

D. Action taken by Manager and what time: WITNESSED ALTERCATION,  
ESCORTED JOHN OFF PREMISE. CALLED POLICE.

E. Description of the circumstances including damage and any apparent injuries:  
WITNESSED ARGUMENT BETWEEN JOHN AND GIRLFRIEND.  
ESCORTED JOHN OUTSIDE AND CALLED POLICE.

FRANK DZELKACZ JR  
Signature of Person Making Report

4/19/13  
Date of Report

978-793-1512  
Phone # of Signature Person

**Revitalize Maynard Collaborative: General Meeting**

**Thursday, April 25, 2013**

**7 to 9pm**

**Maynard Town Hall-Lower Meeting Room**

**AGENDA**

- I. Introductions
- II. Updates from committees
  - a. Bringing Businesses to Maynard- *Heather Nickle & Kelly Nadeau*
  - b. Storefront Makeover Committee- *Maren Calzia*
  - c. Legal Approaches Committee- *Melissa Levine & Kyle Piro*
    - i. *Downtown Property Taxes*
  - d. Marketing Maynard Committee- *Mary Brannelly*
  - e. Community Art Committee- *Jero Nesson & Priscilla Cotter*
    - i. *Cultural District Designation application?*
- III. Maynard Web's Community Calendar- *Dave Griffin*
- IV. Conway School of Design- *Laura Mattei*
- V. Formalizing the RMC
  - a. Facebook Page? Website? Logo?
  - b. Funds (for copies/mailings/projects/etc)
- VI. Review task assignments

**NEXT MEETING: TBD (JUNE)**

***Future Topics:***

- National Trust Program for Preserving Main Street
- Sustainable Business Network
- Shop Local/Local First Initiatives

## **Town Administrator**

### *Town of Maynard*

The town of Maynard (pop. 10,500, Open Town Meeting form of government) seeks a Town Administrator to serve as the Chief Administrative Officer responsible for day-to-day operations to include: hiring of personnel, collective bargaining, budget preparation, procurement, oversight of town departments and functions, coordination with town boards and committees and other duties as defined in the Town Charter. The town has a budget of approximately \$36,000,000 (65% of which is educational) with a staff of 150. Maynard is a thriving community of involved citizens, which continues to see growth through a strong commercial base and downtown. We seek a dynamic individual that has proven leadership and communication skills; effective marketing skills; knowledge of economic and community development programs that can enhance our economic and social base; and extensive knowledge of public works administration, wastewater and water infrastructure programs and leading the capital improvement of such systems. The qualified candidate will have knowledge of best practices in local government; an understanding of relevant Massachusetts General Laws; financial, human resources and collective bargaining experience.

Minimum qualification include Bachelor's degree, with five years of experience in progressively responsible town administrative positions or an equivalent combination of education and experience. Master's Degree in Public Administration preferred. Proven record of working in a team environment with appointed/elected officials, school administration, citizens and town employees is essential. A competitive benefit package, and compensation commensurate with experience up to \$120,000, will be negotiated by the Board of Selectmen.

Interested applicants are invited to submit their resume, a detailed letter of interest and three professional references, in confidence, to: Chairman, Town Administrator's Search Committee (TASC), 195 Main St., Maynard MA 01754 or to: TASCChairman@townofmaynard.net by no later than May 24, 2013. EOE/AA

## **Town Accountant**

### *Town of Maynard*

The Town of Maynard seeks a qualified and highly motivated Town Accountant to join our finance team. Duties include; maintenance and reconciliation of town financial records and payables administration. The Accountant participates in budgeting, capital planning, procurement review, and assists in preparation of various reports. This position would demand the person to be able and willing to contribute their professional knowledge in the development of strategies for related offices in respect to fiscal policies and mandated requirements. Qualifications include a bachelor's degree in accounting/finance or related field; four years increasingly responsible municipal accounting experience, will consider person who has successfully served in an Assistant Town Accountants role for over 6 years. Candidate must have significant knowledge base of Massachusetts municipal accounting procedures and regulations and Department of Revenue recommended procedures of accounting. Possession or strong desire to obtain Mass. Certified Governmental Accountant will be considered a plus. Candidate must have in-depth understanding of GASB requirements for municipalities and working knowledge of Massachusetts municipal finance law. The ability to work with people, must manage projects, develop policies and meet deadlines. The candidate should possess strong interpersonal skills, an understanding of workplace dynamics and experience working in a changing environment. Excellent written and oral communication skills are important, as well as organizational skills. This is a salaried Department Head Union position; 40 hour work-week. Salary range up to \$83,000 will be negotiated, commensurate with experience. A professional, enjoyable, efficient work environment is our common goal. Full consideration will be given to interested applicants who submit by May 24, 2013, position will be filled when suitable candidate is determined. A cover letter and resume should be submitted to [ksweet@townofmaynard.net](mailto:ksweet@townofmaynard.net) or mail to Town Accountant Search c/o Kevin A. Sweet, Acting Town Administrator, 195 Main Street Maynard, Massachusetts 01754.

EEO/AA Employer. (posted 4/22 exp. 5/24)

Date Posted: \_\_\_\_\_

**TOWN OF MAYNARD**

**MEETING NOTICE**

POSTED IN ACCORDANCE WITH THE PROVISION OF MGL 30A § 18-25

(All public meetings may be broadcast, recorded or videotaped)

**Town Administrator Search Committee**

Address of Meeting: **195 Main Street, Maynard**

Room: **# 201 The Michael Gianotis Room**

**M T W T H F**    **May**    **1**    **2013**    **7:30 PM**   

Month

Date

Year

Time

AM/PM

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

Discussion of Town Administrator job description

Future meeting dates

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: MaryEllen McCarthy

Posted by:

Date:   4/23/13

Date Posted: \_\_\_\_\_

**TOWN OF MAYNARD**

**MEETING NOTICE**

POSTED IN ACCORDANCE WITH THE PROVISION OF MGL 30A § 18-25

(All public meetings may be broadcast, recorded or videotaped)

**Town Administrator Search Committee**

Address of Meeting: **195 Main Street, Maynard**

Room: **# 201 The Michael Gianotis Room**

**M T W T H F**    **May**    **7**    **2013**    **7:30 PM**   

Month

Date

Year

Time

AM/PM

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

Potential candidates

Interview techniques

Interview questions

Future meeting dates

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: MaryEllen McCarthy

Posted by:

Date:   4/23/13

**TOWN OF MAYNARD**  
**MEETING NOTICE**

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Maynard Conservation Commission

Maynard Town Hall  
Municipal Services Conference Room  
Tuesday May 7, 2013 at 6:30 PM

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

**ADMINISTRATIVE BUSINESS:**

- Review minutes from 04/16/2013 and 04/23/2013.

**PUBLIC HEARING:**

none

**WETLANDS/STORMWATER ISSUES:**

- Stormwater Management bylaw permit application review for 129 Parker Street
- Addition of fill in riverfront area at 11 Mill Street
- Field conditions at Rockland Avenue soccer fields
- Mark's Way Certificate of Compliance for 213-0135 and 213-0149

**LAND MANAGEMENT:**

- Dumping of yard waste debris (by the Town) near Assabet River trail
- Tree cutting on Walcott Street conservation parcel
- Potential acquisition of 5-19 River Street

**BUSINESS:**

- Agent on vacation May 9.

**Mail of note:**

- 129 Parker Street SW monitoring report

**Upcoming Meetings:**

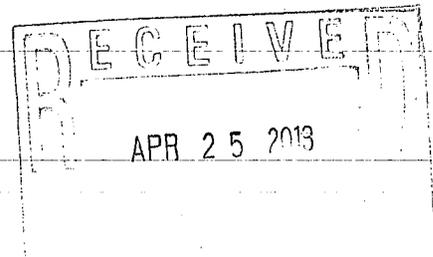
- Next Conservation Commission meeting, **May 21, 2013**.
- Friends of ANWR monthly meeting, **May 22, 2013**, 7:00, Sudbury

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent

William Carr  
14 Deane Street  
Maynard, MA 01754



April 19, 2013

Board of Selectman  
Town of Maynard  
195 Main Street  
Maynard, MA 01754

To The Board of Selectman:

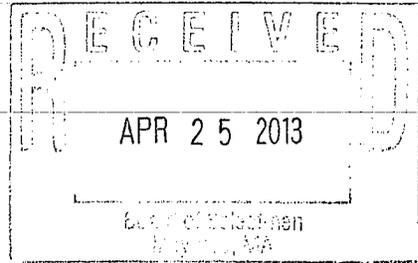
I'm writing to you today to recognize the level of service I received from Joe Foster, and his team. Unfortunately, I don't have all of their names, but they each deserve to be recognized as well.

Last week I called the DPW to speak with someone about some damage to that occurred at the corner of my property due to plowing operations. Joe Foster promptly returned my call and visited the property to discuss what could be done to address the issue. He took the time to explain to me what his plan was to not only fix the issue, but also minimize future damage.

Joe, and his teams, were courteous, knowledgeable and professional and are prime examples of public service at its best.

Sincerely,

A handwritten signature in black ink that reads "William J. Carr". The signature is written in a cursive style with a long, sweeping underline that extends to the right.



April 23, 2013

**Via UPS**

Board of Selectmen  
Town of Maynard  
195 Main Street  
Maynard, MA 01754

**RE: Price Adjustment – July 1, 2013**

Dear Chairman and Members of the Board:

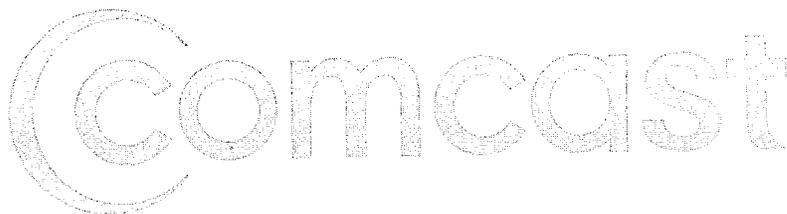
In keeping with our commitment to provide you with regular updates, I am writing to advise that due to changes we incur in programming and other business costs we need to periodically adjust prices on certain video services, equipment and installation fees. Attached, please find the customer notice which outlines changes for your community effective July 1, 2013. Customers are being noticed, in advance, of this information.

Should have any questions regarding this information please do not hesitate to contact me at 978-825-2308.

Sincerely,

*Karin Mathiesen*

Karin Mathiesen, Sr. Manager  
Government & Regulatory Affairs



## IMPORTANT PRICE ADJUSTMENT INFORMATION for Maynard & Stow, MA

Dear Valued Customer:

May, 2013

All of us at Comcast are committed to improving your entertainment and communications experience, and we continue to invest in making your services even better. While we continue to make these and other investments, we periodically need to adjust prices due to changes we incur in programming and other business costs. Starting July 1, 2013, or with your next bill thereafter, new prices will apply to certain video services, equipment and installation fees as indicated in this notice.

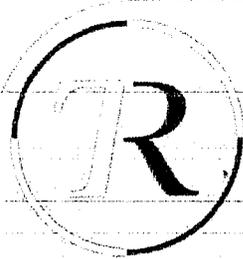
We'd welcome the opportunity to help you find the perfect package that meets your needs. Visit us at [xfinity.com](http://xfinity.com) or call us at 1-800-XFINITY to learn more.

Thank you for being a Comcast customer. We look forward to continuing to serve you.

Prices shown are for residential service only and do not include federal, state and local taxes, FCC user and franchise fees or Regulatory Recovery fees or other related costs. If you are currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice™ plans, the prices for those specific services will not be affected during the applicable promotion, minimum term or SurePrice™ period. After a notice of an increase in rates, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Please refer to your billing statement for your Local Franchising Authority's name and address. Prices, services and features are subject to change. Not all services are available in all areas.

BASIC SERVICES	Current Price	New Price Eff. 07/01/13	INSTALLATION FEES (per occurrence unless noted) <sup>4</sup>	Current Price	New Price Eff. 07/01/13
<b>Maynard, MA</b>			Installation of each Additional Outlet		
Limited Basic .....	\$12.34	\$13.49	after initial installation of service .....	\$31.50	\$32.15
Expanded Basic <sup>1</sup> .....	\$57.61	\$56.46	Activation of each Additional Outlet		
Includes standard definition digital converter			after initial installation of service .....	\$21.75	\$22.05
and remote for primary outlet			Relocate Additional Outlet		
Franchise Related Cost <sup>2</sup> .....	\$ 1.60	\$ 1.90	after initial installation of service .....	\$13.60	\$28.55
<b>Stow, MA</b>			Upgrade Standard Definition DVR or HD DVR Service .....	\$20.05	\$26.30
Limited Basic .....	\$13.68	\$14.75	Upgrade of Service (In-home visit required) .....	\$20.05	\$26.30
Expanded Basic <sup>1</sup> .....	\$56.27	\$55.20			
Includes standard definition digital converter					
and remote for primary outlet					
Franchise Related Cost <sup>2</sup> .....	\$ 0.56	\$ 1.25			
<b>DIGITAL SERVICES</b>					
Digital Starter <sup>3</sup> .....	\$69.95	No Change			
Includes Limited Basic, Expanded Basic, Digital Starter					
channels, MoviePlex, access to Pay-Per-View and On Demand					
programming and Music Choice®					
<b>VIDEO EQUIPMENT</b>					
Limited Basic Only Converter .....	\$ 0.60	\$ 1.00			
Digital Converter .....	\$ 2.15	\$ 2.50			
HD Digital Converter (Limited Basic Only) .....	\$ 2.15	\$ 2.20			

- <sup>1</sup> Requires purchase of Limited Basic.
- <sup>2</sup> Franchise Related Costs are costs associated with providing public, educational and/or government access facilities and equipment and/or other related costs in your community.
- <sup>3</sup> Senior discount of \$2.00 off of Digital Starter available to customers age 65+ and head of household. Restrictions apply.
- <sup>4</sup> Does not include Extreme 305 or Extreme 105 Internet Service installation charge, wireless networking, professional internet installation, Voice installation fees or activation fees.



# TRANSREPORT

THE NEWSLETTER OF THE BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

## IN THIS ISSUE

TRANSPORTATION PLANS FOR PUBLIC REVIEW Page 1

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MPO SUPPORTS GOVERNOR'S TRANSPORTATION PLAN Page 2

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## MEETING CALENDAR

For the most recent information on the following public meetings and others that may have been scheduled after TRANSREPORT was released, go to [www.bostonmpo.org](http://www.bostonmpo.org) or call 617.973.7100 (voice) or 617.973.7089 (TTY). A photo ID is required to access most meeting sites.

**AT THE STATE TRANSPORTATION BUILDING, 10 PARK PLAZA, BOSTON**

**May 2 (Thursday)**

Boston Region Metropolitan Planning Organization. Conference Rooms 2 and 3. 10:00 AM

**May 8 (Wednesday)**

Regional Transportation Advisory Council. Conference Room 4. 3:00 PM

Calendar continued on p. 2

## MPO to Release Plans for Financing Transportation Project Construction and New Transportation Studies

### PUBLIC REVIEW PERIOD SCHEDULED IN MAY

The Boston Region Metropolitan Planning Organization (MPO) will be voting early in May to release two draft planning documents for a 30-day public review period: the draft federal fiscal years (FFYs) 2014–17 Transportation Improvement Program (TIP) and the FFY 2014 Unified Planning Work Program (UPWP).

The TIP documents the federally funded highway and transit projects and programs that will be implemented over a four-year period. The UPWP describes the planning studies and activities that the MPO staff will conduct during the next fiscal year, as well as other significant transportation planning studies in the region.

During the public review period, the MPO staff will host two public workshops and two information sessions to provide an overview of the draft plans. (See the meeting schedule on page 2.)

The MPO will be accepting written and verbal comments throughout the public review period. (See page 4 for ways to contact the MPO.)

### FUNDING FOR NEW CONSTRUCTION

The development of the FFYs 2014–17 TIP was initiated last November when the MPO staff began identifying transportation projects for consideration for funding in this TIP. Over a three-month period, the staff sought input from the public by holding TIP-Building workshops and information sessions, and by attending regional planning meetings.

In February, the staff began reviewing identified projects that were far enough along in the design process that they could be evaluated to determine how well they would help to achieve the visions of the MPO. The projects that received a high score and could be made ready for construction over the next four years were prioritized.

Further prioritization occurred in March, when the MPO received its funding targets. Approximately \$296 million in federal funds was made available for programming over the four-year time frame of the next TIP. A large share of those funds will be applied to multiyear projects that have been programmed in

the current TIP (covering FFYs 2013–16).

The group of projects recommended for funding in the new TIP will be shown in tables made available on the MPO's website ([www.bostonmpo.org](http://www.bostonmpo.org)) at the start of the public review period.

### UPCOMING STUDIES

Concurrent with the outreach for the TIP, the MPO staff gathered ideas for new studies to be included in the FFY 2014 UPWP through public meetings and conversations with regional planning bodies. Regional transportation agencies and other MPO staff also proposed ideas.

Starting in February, the MPO staff coordinated with the UPWP Committee of the MPO, which reviewed all of the study ideas and developed a recommendation of new studies to be included in the FFY 2014 UPWP.

The draft UPWP, containing descriptions of the new studies recommended for FFY 2014 along with descriptions of the MPO's ongoing work and studies from previous years, will be available on the MPO's website ([www.bostonmpo.org](http://www.bostonmpo.org)) at the beginning of the public review period.

The members of the Boston Region MPO: Massachusetts Department of Transportation, Cities of Beverly, Boston, Everett, Newton, Somerville, and Woburn, Federal Highway Administration, Federal Transit Administration, Massachusetts Bay Transportation Authority, Massachusetts Bay Transportation Authority Advisory Board, Massachusetts Port Authority, Metropolitan Area Planning Council, Regional Transportation Advisory Council, Towns of Andover, Bedford, Braintree, Framingham, Lexington, Medway, and Norwood

# Spring Outreach Events

## May 16 (Thursday)

Boston Region Metropolitan Planning Organization. Conference Rooms 2 and 3. 10:00 AM

## May 20 (Monday)

MBTA Rider Oversight Committee. Conference Rooms 1, 2, and 3. 5:00 PM to 7:00 PM

## May 22 (Wednesday)

Access Advisory Committee to the MBTA: Board of Directors. Conference Rooms 2 and 3. 10:00 AM to 12:00 noon

Access Advisory Committee to the MBTA. Conference Rooms 2 and 3. 1:00 PM to 3:00 PM

MassDOT Board of Directors. Suite 3860. 1:00 PM

## May 30 (Thursday) U U t U

Boston Region Metropolitan Planning Organization. Conference Rooms 2 and 3. 10:00 AM

## June 12 (Wednesday)

Regional Transportation Advisory Council. Conference Room 4. 3:00 PM

## June 14 (Friday)

Public Hearing: Judge Patrick King's update on MBTA's progress toward compliance with the MBTA/BCIL accessibility settlement. Conference Rooms 1, 2, and 3. 1:00 PM to 3:00 PM

## June 19 (Wednesday)

MassDOT Board of Directors. Suite 3860. 1:00 PM

## June 20 (Thursday)

Boston Region Metropolitan Planning Organization. Conference Rooms 2 and 3. 10:00 AM

Members of the public are invited to attend the MPO's spring public meetings to learn more about the Transportation Improvement Program and Unified Planning Work Program and how to participate in the transportation planning process.

Another objective of the workshops is to refresh communications with people under the umbrella of the MPO's Transportation Equity Program, which seeks to involve minorities, people with low incomes, and people with limited English proficiency in the transportation planning process.

## MPO Supports Governor's Financing Plan

As the entity responsible for deciding which transportation projects receive federal funding in the greater Boston region, the MPO reached out to the state legislature in early April to lend its support to Governor Deval Patrick's proposed transportation finance plan, A Way Forward: A 21st Century Transportation Plan, which calls for an investment of \$13 billion in the commonwealth's transportation system over the next 10 years.

Faced with a significant shortfall in available federal and state funding for meeting pressing transportation

needs, the MPO agreed that the governor's plan accurately identified the need for approximately \$1 billion per year to maintain the commonwealth's transportation system in a state of good repair and to make targeted expansions of the system to spur economic development.

The MPO expressed concern that transportation finance legislation under consideration by the state legislature, while addressing short-term needs, would not provide enough funding to sustain the system over the longterm. Further more, the proposed funding levels would require MassDOT to raise revenues by hiking transit fares, tolls, and Registry of Motor Vehicle fees.

The MPO urged the legislature to seek revenue sources that will yield funding levels close to those proposed by Governor Patrick. It also reached out to municipal leaders in April to encourage them to take this message to their legislators.



## SPRING OUTREACH SCHEDULE

ON THE AGENDA:  
TIP AND UPWP  
TRANSPORTATION EQUITY  
PUBLIC PARTICIPATION

**WORKSHOP**  
Monday, May 20  
5:30 PM to 7:30 PM  
Framingham Town Hall  
Nevins Hall  
150 Concord Street  
Framingham

Getting there by transit:  
Framingham/Worcester commuter rail line (Framingham Station); and several MWTRA bus routes. (See [www.mwrt.com](http://www.mwrt.com) or call 508.935.2222 for MWRTA details.)

**WORKSHOP**  
Wednesday, May 29  
5:30 PM to 7:30 PM  
Lynn City Hall, Room 302  
3 City Hall Square  
Lynn

Getting there by transit:  
Newburyport/Rockport commuter rail line (Lynn Station); MBTA bus Routes 429, 431, 435, and Express bus Routes 426, 455, and 459

**BE INFORMED, BE INVOLVED**  
Wednesday, June 5  
Two Sessions:  
12:00 noon to 2:00 PM  
5:30 PM to 7:00 PM  
State Transportation Building

[A photo ID is required for access to the State Transportation Building.]

Getting there by transit:  
Orange and Silver lines (New England Medical Center Station); Green Line (Boylston Station or Arlington Station); and MBTA bus Routes 43 and 55

# MBTA Capital Plan Approved

## June 24 (Monday)

MBTA Rider Oversight Committee. *Conference Rooms 1, 2, and 3.* 5:00 PM to 7:00 PM

## June 26 (Wednesday)

Access Advisory Committee to the MBTA: Board of Directors. *Conference Rooms 2 and 3.* 10:00 AM to 12:00 noon

Access Advisory Committee to the MBTA. *Conference Rooms 2 and 3.* 1:00 PM to 3:00 PM

## June 27 (Thursday)

Boston Region Metropolitan Planning Organization. *Conference Rooms 2 and 3.* 10:00 AM

## AT OTHER BOSTON AREA LOCATIONS

### May 1 (Wednesday)

MBTA Meeting: Silver Line Gateway Alternatives Analysis Study (for bus rapid transit improvements in Chelsea and East Boston). *Chelsea City Hall, 500 Broadway, Chelsea.* 6:00 PM to 8:00 PM

MassDOT Public Hearing: Reconstruction on Route 109, Medway. *Medway High School Auditorium, 88 Summer Street, Medway.* 7:00 PM

### June 6 (Thursday)

Boston Region Metropolitan Planning Organization. *Woburn City Hall, 10 Common Street, Woburn.* 10:00 AM

*The MPO complies with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other federal and state nondiscrimination statutes and regulations in all programs and activities. The*

Calendar continued on p. 4

The MassDOT Board of Directors recently approved the MBTA's \$7.2 billion Capital Investment Program (CIP) for state fiscal years (SFYs) 2014–18. The CIP is a rolling plan that details the MBTA's priorities for funding projects to maintain the transit system in a state of good repair.

Federal grants compose the largest funding source for the MBTA. The two-year reauthorization of the federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21),

ensures funding for the projects in the SFY 2014 element of the CIP, but the availability of federal funding for projects in SFYs 2015–18 is less certain.

An opportunity for increasing state funding for MBTA projects lies with the state legislature, which is debating proposals for increasing funding for transportation.

The Governor's proposed plan, A Way Forward: A 21st Century Transportation Plan, would make \$6.7 billion available to the MBTA over a 10-

year period for state-of-good-repair priorities, such as subway and bus vehicle procurements, a number of infrastructure projects (e.g., power and signal systems, and the rehabilitation of bridges, facilities, and tracks), and projects that unlock economic growth in the commonwealth, which include the Green Line Extension, South Coast Rail, and South Station Expansion.

The CIP is available at [www.mbta.com/cip](http://www.mbta.com/cip).

## BOSTON REGION MPO ACTIVITIES

The Boston Region MPO approved Amendment Four of the federal fiscal years (FFYs) 2013–16 Transportation Improvement Program (TIP) following a 30-day public comment period. The amendment programmed \$2.23 million of Statewide Congestion Mitigation and Air Quality (CMAQ) Program funds for the Reconstruction on Trapelo Road and Belmont Street project in the towns of Belmont and Watertown, as well as \$53 million in Statewide CMAQ funds for the MBTA for the purchase of 10 new locomotives.

A fifth amendment to the TIP was released for public review at the April 18 MPO meeting. This proposed amendment would make changes to both the Highway and Transit programs of the TIP. For the Highway Program, the amendment would revise costs and schedules for several projects, update federal earmark amounts, and program two new bridge projects. For the Transit Program, it would reorganize documentation of the MBTA's capital funding program to comply with funding categories and programming levels in the new federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21). The public review period closes on May 21.

The MPO also voted to advance project proposals to the MassDOT Rail and Transit Division for consideration for funding through the federal Job Access and Reverse Commute (JARC) and New Freedom programs.

## NEW STUDIES

The Boston Region MPO gave approval for its staff to begin work on the following new work programs:

**MBTA Bus Schedule Maps:** This work program will create new bus route schedule cards for the MBTA using contemporary software.

**Household-Survey-Based Travel Profiles and Trends:** Using data from a statewide travel survey that the MPO and MassDOT jointly administered in 2010 and 2011, the MPO staff will develop narratives, maps, and graphics that describe the travel behavior of people in the region and, where possible, will compare it to data from the last travel survey, which was done in the early 1990s.

**MBTA Bus Service Data Collection VIII:** This work program represents a continuation of data collection work that the MPO staff has been conducting for the MBTA since the late 1990s. Field staff will collect data on bus ridership and bus travel times for use in the MBTA's service planning process.

◦ MPO Activities continued on p. 4

MPO does not discriminate on the basis of race, color, national origin, English proficiency, income, religious creed, ancestry, disability, age, gender, sexual orientation, gender identity or expression, or military service. Any person who believes herself/himself or any specific class of persons to have been subjected to discrimination prohibited by Title VI, the ADA, or other nondiscrimination statute or regulation may, herself/himself or via a representative, file a written complaint with the MPO. A complaint must be filed no later than 180 calendar days after the date on which the person believes the discrimination occurred. A complaint form and additional information can be obtained by contacting the MPO (see below) or at [www.bostonmpo.org](http://www.bostonmpo.org).

Meeting locations are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of a meeting), every effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters of American Sign Language and other languages. Please contact the MPO staff at 617.973.7100 (voice), 617.973.7089 (TTY), 617.973.8855 (fax), or [publicinformation@ctps.org](mailto:publicinformation@ctps.org) (email).

**MBTA Rider Oversight Committee Support:** This work program describes the body of work that the MPO staff will continue to perform in support of the MBTA's Rider Oversight Committee (ROC). The MPO staff provides technical assistance and analytic work as needed for the committee.

**Roadway Network Inventory for Emergency Needs:** A pilot study will gather information on state-owned and municipally owned traffic signals in the urban core area to document the types of signal equipment in the region's emergency routing network. This project will also add a GIS layer for signals and update a GIS layer on bridge infrastructure conditions on the MPO's All-Hazards Planning Web application.

## REGIONAL TRANSPORTATION ADVISORY COUNCIL UPDATE

The Advisory Council met on April 10 to review and discuss the development of two of the MPO's certification documents, the FFY 2014 Unified Planning Work Program (UPWP) and the FFYs 2014-17 Transportation Improvement Program (TIP). (For more information about these documents, please see the article on page 1.)

One of the primary functions of the Advisory Council is to provide advice to the MPO as it formulates these plans. Over the next couple of months, the Advisory Council's TIP and UPWP committees will review the two documents in detail and provide input into the Advisory Council's comment letter to the MPO.

## ACCESS ADVISORY COMMITTEE TO THE MBTA (AACT) UPDATE

Judge Patrick King, the independent monitor who was appointed by the Federal Court in the 2006 settlement agreement between the MBTA and the Boston Independent Living Center, attended the April meeting of AACT. He and Chris Iwerks of Bertaux+Iwerks Architects presented the results of the recently completed three-year study by Bertaux+Iwerks Architects of signage at MBTA stations.

Mr. Iwerks, an expert on wayfinding, studied the MBTA system and made recommendations for improving the MBTA's wayfinding program. His recommendations are intended to improve the ability of people to navigate through the MBTA system visually, by using Braille signage, and by other methods.

The AACT Board of Directors election will take place at the May 22 AACT meeting. Absentee ballots are available for members who are eligible to vote but who will not be attending the meeting. Please contact Janie Guion at 617.973.7507 (voice), 617.973.7089 (TTY), or [jguion@ctps.org](mailto:jguion@ctps.org) (email) for more information.

## TRANSREPORT

PUBLISHED BY THE  
BOSTON REGION  
METROPOLITAN  
PLANNING  
ORGANIZATION

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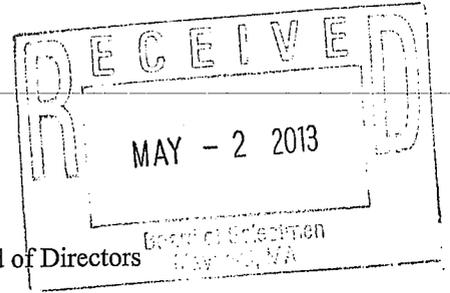
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MASSACHUSETTS  
BASED  
MEMBER  
DRIVEN

One Winthrop Square, Boston, MA 02110  
617-426-7272 or 800-882-1498  
Facsimile 617-426-9546 • www.emiia.org



April 26, 2013

Re: \$2.5 Million Additional Participation Credits Approved by MIIA Board of Directors

Dear MIIA Member:

We are extremely pleased to send you more good news! At their January 2013 meeting, the MIIA Board of Directors approved a total of \$2.5 million in additional participation credits for members of the workers' compensation program and property and liability program for the current fiscal year. These additional participation credits are *in addition* to all other credits and discounts you will receive as part of your renewal pricing for July 1, 2013. Participation credits recognize the long-term loyalty and commitment of the MIIA membership. The credit invoice(s) enclosed indicate the following amount of participation credit granted to you by MIIA:

Town of Maynard

Property & Casualty: \$1,356

Workers' Compensation: \$1,039

As a standard practice, the MIIA Board reviews the program's financial position on a quarterly basis, and upon advice of its actuaries and management, determines if additional credits can be provided to the members. The MIIA Board is composed of local officials who are keenly aware of the difficult financial conditions that cities and towns face. This understanding translates into a Board that seeks to provide members with the highest level of financial benefits possible while at the same time ensuring the long-term fiscal strength of MIIA.

The MIIA Board also continues its commitment to the MIIA Rewards program, our signature loss control initiative that rewards members for participation in risk management and loss control efforts. In total, members earned \$2.6 million through MIIA Rewards in FY 2012 and we anticipate a similar amount to be earned by the close of FY 2013. Beyond this success, the Loss Control Grant program is providing another \$750,000 for members during this fiscal year. And next year's grant program will be announced early in FY 2014.

We are very pleased to offer these cost-saving measures and real-dollar savings. Your participation and commitment to MIIA is very much appreciated, and we look forward to working with you to control your insurance costs and deliver the best value with the best service possible.

Sincerely,

Ira Singer  
Chairman, MIIA  
Town Administrator, Middleton

Geoffrey Beckwith  
President, MIIA  
Executive Director, MMA

Stanley Corcoran  
Executive Vice President  
MIIA

May 02, 2013

To: Maynard Planning Board

CC: Maynard Board of Selectmen

From: John Barilone

Re: Solar Array Project



Honorable Board members;

I am writing this letter in the hope that you would be able to discuss and address a few concerns I have with the solar project across the street from my property. Back in March, I had a conversation with the Town Administrator, Michael Sullivan. He assured me that most of the solar panels would be going way up on the hill, and it wouldn't affect my view. Since that conversation, I noticed more panels going in front of one of my houses. I called the acting Town Administrator, Kevin Sweet, and voiced a few of my concerns:

- A. Would the solar panels affect the siding on my houses?
- B. Would the solar panels affect the paint on any of my cars, or my tenants' cars?
- C. Would the solar panels affect my cell phone reception?
- D. Is there going to be any type of screening ( fence or shrubs ) to block the view from the panels?

I know there are different types of panels, some absorb the solar rays, and some reflect the rays. I would like assurance, in writing, that none of my above concerns would or could occur. As some of you know, my dad passed away on April 29 of last year. This is one of the reasons I was not able to make the Town Meeting that approved this project on May 16, 2011, Article # 17. Since then, I have been taking steps to improve my property, some of which I have completed, others are a work in progress. This brings up another question I have:

- E. Was there, or was it even required that the abutters be notified of any hearings on this project? If so, may I see the list of people you notified?

Just so we are clear, I am very much in favor of this project and think it is a good thing for the town. However, I wish I had the opportunity to voice some of my concerns, even though my family and I were going through a very difficult time. So I am asking that the town consider some type of screening, whether it be an 8 foot fence, or some type of plantings that will not exceed 8 feet tall, anything larger than 8 feet may interfere with the solar rays.

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I want to thank you for taking the time out of your very busy schedule to address  
and discuss my concerns,

---

John Barilone

155 Waltham St.

Maynard, Ma

978-897-4391

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# Appointed list, with term expiring in 2013

## **ADA COMMISSION**

Carol DeCoursey  
Paul Guinta  
Sonia Kim

## **AFFORDABLE HOUSING TRUST**

RICK LEFFERTS 2012

## **ANIMAL INSPECTOR**

Tom Natoli  
Jenniffer Conley

## **APPEALS BOARD**

Martha Elliot

## **ASSESSORS BOARD**

William Cranshaw  
Stephen Pomfret

## **BUILDING COMMISSIONER**

Laurie Ann Livoli (Alternate)  
Craig Martin

## **CAPITAL PLANNING COMMITTEE**

Josh Morse  
Daniel Stuart

## **COMMUNITY PRESERVATION COMMITTEE**

Michael Chambers  
C. David Hull  
Rick Lefferts  
Greg Price  
Ellen Duggan

## **CONSERVATION COMMISSION**

Peter Keenan

## **COUNCIL ON AGING**

Nancy Hatch  
Thomas Papson  
Judith Peterson

## **CULTURAL COUNCIL**

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Priscill Alpaugh Cotter

Nan Krueger

Diane Donovan

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**GAS INSPECTOR**

Adan Sahlberg

**BOARD OF HEALTH**

Ron Cassidy

Kelly A. Pawluczonek

Holi Murray

**HISTORICAL COMMISSION**

Jack Mackeen

**HOUSING AUTHORITY (ELECTED)**

George Hardy

C.David Hull

**PLANNING BOARD**

Gregory Price

**PLUMBING INSPECTOR**

Adam Sahlberg

Jeremy Pierce, Assistant

**RECREATION COMMISSION**

Michael Chambers

Peter Falzone

**WIRE INSPECTOR**

Peter Morrison

James Downing

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Date Posted: \_\_\_\_\_

# TOWN OF MAYNARD

## MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

### Finance Committee

\_\_\_\_\_  
Name of Board/Committee

Address of Meeting: \_\_\_\_\_ Town Hall \_\_\_\_\_ Room: 201 \_\_\_\_\_

Monday \_\_\_\_\_ May \_\_\_\_\_ 6 \_\_\_\_\_ 2013 \_\_\_\_\_ 7:00 \_\_\_\_\_ PM  
Day of week                      Month                      Date                      Year                      Time                      Circle One  
(Circle One)

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

1. Approve Minutes of previous Meeting(s): \_\_\_\_\_  
(Meeting Dates)

2. Old Business Topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. New Business Topics: \_\_\_\_\_

Review and recommendation of articles for May Annual Town Meeting and both May Special Town Meetings, including 129 Parker St.

4. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Peter Campbell \_\_\_\_\_

Posted by: \_\_\_\_\_

Date: \_\_\_\_\_



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### PERMIT - PARADE

*This permit is issued to*

#### MAYNARD VETERANS COUNCIL

Marge Iannuzzo, Past Commander  
978-897-9091

*For the following purpose:*

**Annual Memorial Day Parade on  
Monday, May 27, 2013 at  
10:00 A.M. See Route details as parade forms at 9:30 a.m.**

*Subject to the conditions as herein stated:*

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

#### Board of Selectmen:

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## Maynard Veterans Council

51 Summer Street Maynard, MA 01754

Thursday, April 25, 2013

Board of Selectmen  
Maynard Town Building  
195 Main Street  
Maynard, MA 01754

To Whom It May Concern:

The Maynard Veterans Council is holding the annual Memorial Day Parade on **Monday, May 27, 2013**. We cordially invite you and your members to join our parade. **Please note the change in the parade route (see steps 4 and 5).**

The Council also extends a cordial invitation to the Maynard Selectmen to join us in our commemoration. It would give us great pleasure to have a Selectperson speak at the Memorial Park services.

The parade route is as follows:

1. Form at the Maynard High School, Tiger Drive, at **9:30 AM**.
2. Step off at **10:00 AM**, proceed to St. Bridget's Cemetery, for our first service.
3. Reform, continue to Glenwood Cemetery for the next service.
4. Reform, continue down Parker Street, and turn left onto Walnut Street. Stop at the bridge for a short service remembering those lost at sea.
5. Reform, continue on Walnut Street, turn right onto Main, then left onto Summer Street and proceed to Memorial Park for our main exercise.
6. Reform, proceed to the American Legion Vietnam Memorial for the closing ceremonies.

After parade dismissal, all marchers are invited for refreshments at the American Legion Patriot Hall. We sincerely hope that you will be able to join us.

Sincerely,

Marge Iannuzzo, *Past Commander*  
Maynard Veterans Council  
Phone 978 897-9091  
[miann46@gmail.com](mailto:miann46@gmail.com)



## Maynard Veterans Council

51 Summer Street Maynard, MA 01754

Thursday, April 25, 2013

Board of Selectmen  
Maynard Town Building  
195 Main Street  
Maynard, MA 01754

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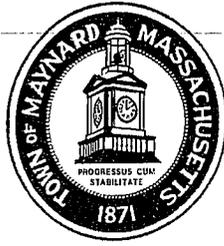
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After parade dismissal, all marchers are invited for refreshments at the American Legion Patriot Hall. We sincerely hope that you will be able to join us.

Sincerely,

Marge Iannuzzo, *Past Commander*  
Maynard Veterans Council  
Phone 978 897-9091  
[miann46@gmail.com](mailto:miann46@gmail.com)





## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

*This permit is issued for*

### *Injured Marine Semper Fi Fund*

Hosted by Ink Jam Tattoo Studio in Arlington, MA  
And Michael Chambers

At the Maynard Rod & Gun Club.

*For the following purpose:*

*The Fourth Annual Fundraising event for the IMSFF will take place on Sunday, July 21, 2013. This event plans to have a motorcycle run and cookout that is open to the public. The motorcycle run will start staging up at Boston Harley Davidson in Everett at 9:30 a.m. and depart for Maynard at 11:30 a.m. The cookout will be held from 1:00 p.m. until 6:00 p.m. and feature hot dogs, hamburgers, raffles and music by musicians who have donated their time and performance.*

*Subject to the conditions as herein stated:*

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

### Board of Selectmen:

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# SPECIAL Permit

Becky Mosca

**From:** Michael.Chambers@gdc4s.com  
**Sent:** Monday, April 15, 2013 10:34 AM  
**To:** Becky Mosca  
**Subject:** Request for Permit

BOS Agenda

MAY 7, 2013.

Hi Becky,

I would like to get on the BOS agenda to discuss the issuing of a permit for the "4<sup>th</sup> Annual Ink Jam Tattoo Studio Bike Run for the Semper Fi Fund" which we are planning for July 21<sup>st</sup> at the Maynard Rod & Gun Club. We would like to get on the BOS agenda ASAP if possible so we can plan this event accordingly if our event should be approved. Thank you for your help in this matter!

Thanks,  
Mike Chambers  
Information Systems Security Specialist  
General Dynamics C4S  
77 A Street  
Needham, MA 02494  
781-455-2577

This message and/or attachments may include information subject to GDC4S O.M. 1.8.6 and GD Corporate Policy 07-706 and is intended to be accessed only by authorized personnel of General Dynamics and approved service providers. Use, storage and transmission are governed by General Dynamics and its policies. Contractual restrictions apply to third parties. Recipients should refer to the policies or contract to determine proper handling. Unauthorized review, use, disclosure or distribution is prohibited. If you are not an intended recipient, please contact the sender and destroy all copies of the original message.

TOWN OF MAYNARD  
Cemetery Department

DEED N<sup>o</sup> 2005

This Certifies that Kathryn Harding

7 Thompson Street, Maynard, MA 01754

is

proprietor of Lot No. 756

Section No. 13

in

Glenwood Cemetery, Maynard, Massachusetts, and that said lot shall be holden subject to all the by-laws, rules and regulations made, and to be made by the Board of Selectmen.

Sealed, Signed and Delivered  
in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen of the Town of Maynard

Dated April 24, 2013



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### **ONE-DAY Liquor License PERMIT \$75.00**

*This permit is issued to*

**Clock Works Cafe  
Mike Adams Cell # 508-309-0433**

*For the following purpose:*

*Subject to the conditions as herein stated:*

**Event for the Acton Congregational Church. The event will be held at the Clock Works Café at the Clock Tower Place on Saturday, June 1, 2013 from 6:00 ~ 11:00 PM. We will be serving beer, wine and sodas. Expecting ~125~150 guests.**

**TIPS bartender: Duarte Calveo, Shana Calveo**

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

### Board of Selectmen

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Maynard Board of Selectmen  
Maynard Town Hall  
195 Main Street  
Maynard, MA 01754

April 30, 2013

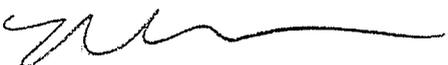
Dear Selectpeople:

On behalf of the the Acton Congregational Church and the operators of the ClockWorks Café in the Mill, I am requesting a one-day liquor license/permit for the fundraiser for the organization being held at the ClockWorks Café at the Clock Tower Place on Saturday June 1, 2013 from 6:00-11:00PM. This will be a silent auction with entertainment and we will be providing a Cash Bar of beer, wine and sodas with one Specialty Drink.

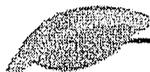
NexDine at ClockWorks Café is a Food Management Service operating the cafeteria for the Wellesley Management Company, the managers of the Clock Tower Place. NexDine, through our General Liability Coverage has Host Liability for all size events. We are expecting 125-150 attendees. We have 2 TIPS approved bartenders (Shana Adams, Duarte Calveo) who have years of experience in both the catering and golf club industries and are familiar with the surroundings at Clock Tower as they do most of our on-site events.

We are excited to be holding this event at the Clock Tower and are looking forward to holding several of these kinds of events each year.

For NexDine and the Acton Congregational Church,



Mike Adams, Manager  
ClockWorks Café  
8 Clock Tower Place  
Maynard, MA 01754  
978/897-2276  
508/309-0433 ©



NexDine, LLC  
100 Pleasant Street • Dracut, MA 01826  
P. 978.674.8464 - F. 978.458.8827  
www.nexdine.com

**NexDine**  
THE FRESH IDEA PEOPLE

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**Becky Mosca**

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**From:** Stephanie Duggan  
**Sent:** Monday, April 29, 2013 4:31 PM  
**To:** Becky Mosca  
**Cc:** Kevin Sweet  
**Subject:** Clock Works Cafe One-Day Liquor - 06-01-13 Acton Congregational Church  
**Attachments:** ClockWorks One-Day 06-01-13 Letter.pdf

Hi!

Here's the One-Day Liquor License request for Clock Works Café on behalf of the Acton Congregational Church on June 1, 2013. If you could let me know the next date available on the BOS agenda, that would be great!

Thanks,  
Stef

*Stephanie Duggan*  
*Administrative Assistant*  
*Office of Municipal Services*  
*Town of Maynard*  
*195 Main Street*  
*Maynard, MA 01754*  
*978-897-1302*



Agenda  
items

## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### ONE-DAY Liquor License PERMIT \$75.00

*This permit is issued to*

**Maynard Education Foundation (MEF)  
James McCann 978-897-3148**

*For the following purpose:*

*Subject to the conditions as herein stated:*

**Event for the MEF, as the "Last Dance" held at the old Maynard High School, 1 Tiger Drive on Saturday, June 15, 2013 from 6:30 ~ 11:00 PM. We will be serving beer, wine and sodas. Expecting ~ \_\_\_\_\_ guests.**

**TIPS bartender: \_\_\_\_\_ & \_\_\_\_\_**

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

### Board of Selectmen

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25 April 25, 2013

Stephanie Duggan

Administrative Assistant

195 Main St.

Maynard, Ma. 01754

Dear Ms. Duggan:

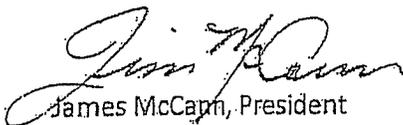
I am writing on behalf of the Maynard Education Foundation (MEF) in order to seek the Selectman's approval for a one day liquor license that will allow us to sell both beer and wine at an event referred to as the "Last Dance." This event is to be held at the old Maynard High School on the evening of June 15, 2013 between the hours of 6:30pm and 11:00pm. This will be a catered event and entertainment will be provided.

The purpose of the event is invite alumni and friends back for a final night of reverie and remembrances just prior to the demolition of this facility. Any profits will go to the Maynard Education Foundation, a 501(c) (3) organization.

In order to assure that alcohol will only be served to adults bracelets will be issued to all those over twenty-one years of age. A Maynard police officer will also be on duty.

We hope that you will approve our request as it presents the alumni and friends an opportunity to celebrate the passing of one phase of Maynard's strong educational heritage to a new and exciting future.

Sincerely yours,

  
James McCann, President

Maynard Education Foundation

Enclosures:

Application for use of school facilities

High School Principal letter of endorsement

Superintendent of Schools letter of approval

Original tax-exempt approval—IRS EIN 04-354676

Certificate of Good Standing – Ma. Secretary of State

Certificate of Exemption – Ma. Dept. of Revenue



MAYNARD PUBLIC SCHOOLS  
Maynard, Massachusetts

APPLICATION FOR USE OF SCHOOL FACILITIES

As an authorized representative of The Maynard Educational Foundation I request permission for use of the  
Gym, Cafeteria & Theater in the Maynard High School School on June 15, 2013  
between the hours of 6<sup>PM</sup> — 12<sup>AM</sup>

This affair is for:  public charity       open to the public       non-commercial       profit-making  
 restricted       school-sponsored activity

An admission fee will will not be charged

I will personally accept the responsibility for the payment of bills and the observance of all regulations pertaining to the use of school property. (See attached School Committee policy.)

If you are holding a meeting and need a microphone/speakers, lectern, projector/screen, VCR, special lighting or other equipment, this must be specified, and arranged, IN PERSON, with the school principal. There is an extra charge for these items.

I will contact the appropriate principal at least three days prior to the above affair as to necessary arrangements.

Rental and custodial fees are to be paid by CHECK made payable to the Maynard Public Schools and given to/mailed to the Business Office 30 days prior to the use of the property. All bills for damages are payable upon receipt.

APPLICANT'S SIGNATURE James M. Cannon  
ADDRESS 11 Shore Road / Maynard, Ma 01754  
TELEPHONE 978 897 3148 Home      978 461 1520 Work

PROPERTY AVAILABLE  YES       NO  
Signature of Principal Chloe Cooney      Date 7/11/2012

ACTION BY SUPERINTENDENT'S OFFICE  
 APPROVED       NOT APPROVED  
APPROVAL MAY BE REVOKED IF FACILITY IS NEEDED FOR A SCHOOL EVENT OR TOWN MEETING.  
Signature of Superintendent Rosal D. Cuda      Date 7/19/12  
RENTAL FEE \$ X      CUSTODIAL FEE \$ X      KITCHEN FEE \$ X  
CONDITIONS: \_\_\_\_\_

# MAYNARD HIGH SCHOOL

One Tiger Drive • Maynard, Massachusetts 01754 • 978-897-8891

*Charles Caragianes, M.Ed., Principal*

July 19, 2012

To the Members of the Maynard School Committee:

As we are all keenly aware, construction of the new Maynard High School is now rapidly progressing on Tiger Drive. On July 1, 2013 the new building is scheduled for delivery and the existing structure is slated for demolition.

Even as we cheer the opening of a magnificent new school for the benefit of generations of Maynard students to come, there will also be an understandable sense of nostalgia and closure for the nearly 50 graduating classes that will have passed through the current building. This event of a lifetime, the opening of a brand new high school and the demolition of the existing building, also presents a unique opportunity for the community of Maynard to celebrate public education.

At this time I would like to heartily endorse an initiative by the Maynard Educational Association to close out the existing Maynard High School with a fitting celebration in the form of a fundraising dance. This singular event would be held at the existing high school just after the close of the 2012-2013 school year for students, and just prior to the demolition of the building. Such an event is certain to be a major attraction to hundreds of Maynard residents and past graduates and stands to be a tremendous financial success for an organization, the MEA, that directly supports the Maynard Public Schools and its students.

I would also like to briefly address one likely concern of some community members.

As part of the MEA's discussion of such an event it has been proposed that a single evening permit be sought to serve beer and wine at this fundraiser. For an event that will be geared toward adults and command a relatively significant ticket price I believe such a request is understandable and reasonable.

I also acknowledge that it would be understandable for some community members to object to alcoholic beverages being served in a school building. In anticipation of such objections I would offer the following observations based on the uniqueness of this situation and personal experience in another school setting.

The unique circumstances are that this is a once in a lifetime event to be held in a structure that will in fact be demolished a very short time later. This is not a structure that will be used by students in the future as the building itself will simply no longer exist. There will be no precedent of drinking being allowed in Maynard High School while the building is still in use by students.

My personal experience with this issue is based in Lowell where once a year 5 distinguished alumni of Lowell High School are honored by the community. The Lowell High School Distinguished Alumni Event is held in the evening at Lowell High School, commands a \$50.00 ticket price, and does allow for the service of beer and wine during a cocktail and hors d'oeuvres hour. It is understood by the entire community, including the school community and Lowell School Committee, that this is a once a year evening event for the benefit of the students of Lowell. The event is geared to adults and is scrupulously monitored. In less than a decade this event has created an educational endowment of 5 million Dollars for the students of the Lowell Public Schools. In short, the event has been an ongoing success and has been held without incident. I point out the Lowell Distinguished Alumni fundraiser for your consideration as an example of a thoughtful, carefully run program that does not set a dangerous example for students around the use of alcohol.

The Maynard Educational Association is not proposing an annual event in the model of Lowell. It is proposing a single event based on unique circumstances tailored to an adult audience within Maynard. The fact that a nearby school district has demonstrated the ability to hold such an event not just once but on an annual basis without incident is simply offered as evidence that it can be done when careful planning and reasonable precautions and limits are put in place.

In closing I wish to restate my strong support of the Maynard Educational Association holding a fundraising dance at the existing Maynard High School including limited service of beer and wine under carefully controlled and monitored conditions. This event would be held in mid to late June of 2013 after the close of school for students.

Thank you for your consideration.

Very sincerely yours,

Charles Caragianes, M.Ed.  
Principal  
Maynard High School

*The Maynard Public Schools are committed to high academic standards that encourage students, teachers, and community members to achieve their personal best through lifelong learning.*

MAYNARD PUBLIC SCHOOLS

www.maynardps.org



12 Bancroft Street  
Maynard, Massachusetts 01754

Robert J. Gerardi Jr., Ph.D.  
Superintendent of Schools  
978-897-2222

December 6, 2012

To Whom It May Concern:

Please be advised that I have approved an event titled the Last Dance for Maynard High School on June 15, 2013.

This event will serve beer and wine at Maynard High School located at 1 Tiger Drive, Maynard, MA 01754. The Maynard High School Alumni and School Community will be welcoming the opening of a new High School in the Fall of 2013.

Please call me office if you require further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert J. Gerardi, Jr.", written over a faint circular stamp.

Dr. Robert J. Gerardi, Jr.  
Superintendent of Schools

cmm

*File*

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

Date: JUN 04 2001

MAYNARD EDUCATIONAL ENRICHMENT  
FOUNDATION  
C/O MAYNARD TOWN HALL  
195 MAIN ST  
MAYNARD, MA 01754

Employer Identification Number:  
04-3540676  
DLN:  
17053128010011  
Contact Person:  
RICHARD N JOHNSON ID# 31434  
Contact Telephone Number:  
(877) 825-5500  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
November 3, 2000  
Advance Ruling Period Ends:  
June 30, 2005  
Addendum Applies:  
NO

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(d) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and

Letter 1045 (DQ/CG)



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

Date: October 31, 2012

To Whom It May Concern :

I hereby certify that according to the records of this office.

**MAYNARD EDUCATIONAL ENRICHMENT FOUNDATION, INC.**

is a domestic corporation organized on November 03, 2000

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A. for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.

In testimony of which,

I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.



*William Francis Galvin*

Secretary of the Commonwealth

Certificate Number: 12109555240

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: jmu

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE

PO BOX 7010  
BOSTON, MA 02204



403C  
MAYNARD EDUCATIONAL ENRICHMENT  
FOUNDATION  
PO BOX 89  
MAYNARD MA 01754-0089

Notice Date: 11/04/11  
Taxpayer ID Number: 043 540 676

Dear Taxpayer,

Below please find your Certificate of Exemption (Form ST-2). Please cut along the dotted line and display at your place of business.

Sincerely,

Massachusetts Dept. of Revenue



Form ST-2  
Certificate of Exemption

Massachusetts  
Department of  
Revenue

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 5(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

MAYNARD EDUCATIONAL ENRICHMENT  
FOUNDATION  
PO BOX 89  
MAYNARD MA 01754

EXEMPTION NUMBER  
043 540 676  
ISSUE DATE  
10/17/11  
CERTIFICATE EXPIRES ON  
10/17/21

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

activity or enterprise will be conducted. This type of license may be issued only to a natural person, although this natural person may be a person acting on behalf of a corporation, partnership, or other entity. No person may be granted such licenses permitting sales on an aggregate of more than 30 days in any calendar year. No special license, with only one very limited exception (i.e. a special license for a dining hall maintained by an incorporated educational institution authorized to grant degrees) shall permit sales on more than 30 days.

**1. Special License for All-Alcoholic Beverages.**

Special licenses for the sale of all alcoholic beverages, wine, or malt beverages, or any of these beverages, may be issued by the local licensing authorities only to a person acting on behalf of a nonprofit organization. No other person may be issued a special license to sell all alcoholic beverages.

**2. Special License for Wine and/or Malt Beverages, or Both.**

Special licenses for the sale of wine, malt beverages, or both, may be issued by the local licensing authorities to any person. This type of special license may be issued to a person who is conducting an activity or enterprise for profit. No special license under Section 14 shall be granted to any person while his or her application for an annual license under Section twelve is pending before the licensing authorities.

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**Are license applicants barred from holding a liquor license if they have been convicted of a crime?**

Yes. An on-premise license (which includes the categories of restaurants, hotels, bars, taverns and clubs) may not be issued to a person "who has been convicted of a violation of a federal or state narcotic drug law."

An off-premise license (package store) may not be issued "to any applicant who has been convicted of a felony."

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**What is the quota system and on what is it based?**

Massachusetts law places a restriction commonly referred to as a "quota" on the number of on-premise and off-premise licenses a city or town can issue. The quota is based on the municipality's population as certified by the Secretary of State. As of 1992, the population of any city or town for the purpose of setting this quota shall be that population enumerated in the most recent federal census.

In calendar year 2000, the most recent federal census was taken. In May, 2001, each city and town was notified by the ABCC what the quota of license was as determined by this most recent census. Questions about this new quota and any newly available licenses may be directed to either the ABCC or to the local licensing authority in any city or town.

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**How far does an establishment selling alcoholic beverages have to be from a church or school?**

No specified distance; however under Section 16C of M.G.L. Chapter 138, premises located within a radius of five hundred feet of a school or church shall not be licensed to sell alcoholic beverages unless the local licensing authority determines in writing and after a hearing that the premises are not detrimental to the educational and spiritual activities of that church or school, unless the premises are those of an innholder or unless the parts of the buildings are located ten or more floors above street level. The 500 foot distance under this Section 16C is measured in a straight line from the nearest point of the church or school to the nearest point of the premises to be licensed.

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**How long does a licensee have to appeal to the Alcoholic Beverage Control Commission (ABCC) a decision made by the local licensing authority?**

A licensee has five (5) days from receipt of the written decision to appeal to the ABCC a decision made by the Local Licensing Authority.

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**What are the most common reasons for license applications being denied or returned without action?**

The most common reasons for license applications being denied or returned without action are:

1. Taxes are owed to the State
2. The investigator was unable to complete the report after numerous attempts to get information from the applicant.
3. The City/Town Quota is full.

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**How long does a licensee have to appeal a decision made by the ABCC?**

Thirty (30) days from receipt of the written decision is granted to an establishment to appeal to Superior Court a decision made by the ABCC.

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**Can a bowling alley obtain a liquor license?**

## Becky Mosca

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**From:** Charles Winn <Charles.Winn@cabotrisk.com>  
**Sent:** Friday, May 03, 2013 6:24 AM  
**To:** Becky Mosca; Kevin Perkins MMA  
**Cc:** Kevin Sweet  
**Subject:** RE: One-Day Liquor License for Maynard Education Foundation

Good Morning Becky: Most Cities and Towns do not allow Alcohol to be sold, served or consumed on School or Town Property. MIIA does not cover any event where in fact Alcoholic beverages are sold. Now the case in hand. This event could be held if the Selectboard grants a one day liquor license AND the Committee purchases a one day liquor Liability policy and names the Town, and School District as additional named Insured. The committee can procure a quote and policy through their local Insurance Agent in Maynard. An example of this type of exposure is the Town of Athol; which celebrated it's 250<sup>th</sup> Anniversary just last year. The Committee wanted beer wine and other alcoholic beverages served at a reception for the 12<sup>th</sup> Duke of Atholl and his delegation from Scotland. In this case, the Caterer had the proper licensing to serve, and the Selectboard gave the one day license to the Committee and the CATERER and the Caterers Insurance Company named the Committee and the Town as additional Insured. Had there been no Liability coverage in effect then no alcoholic beverages would have been made available. I hope and trust that this explanation meets with your approval and if I may be of additional assistance, just give me a call. My best always..... Chuck

Charles J. Winn L.I.A.  
Senior Account Executive  
MIIA Member Services  
15 Cabot Road  
Woburn, Ma 01801-1003  
Cell. 978-697-9174  
[cwinn@mma.org](mailto:cwinn@mma.org)

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**From:** Becky Mosca [mailto:BMosca@TownofMaynard.net]  
**Sent:** Thursday, May 02, 2013 8:04 AM  
**To:** Kevin Perkins MMA; Charles Winn  
**Cc:** Kevin Sweet  
**Subject:** FW: One-Day Liquor License for Maynard Education Foundation

Kevin & Chuck,

We have a request for a One-Day liquor License at Maynard High School. Per attachment.  
Our legal asked us to run this by you.  
Do you think this one day license is ok? It's at our High School.

We would like your opinion?  
Thank you,

Becky Mosca  
Administrative Assistant  
195 Main Street  
Maynard, MA. 01754  
Phone # (978) 897-1351 Fax # 978-897-8457  
Email: [bmosca@townofmaynard.net](mailto:bmosca@townofmaynard.net)  
[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

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**From:** Kevin Sweet  
**Sent:** Thursday, May 02, 2013 7:44 AM  
**To:** Becky Mosca  
**Subject:** FW: One-Day Liquor License for Maynard Education Foundation

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**From:** Lisa Mead [<mailto:lisa@bbmatlaw.com>]  
**Sent:** Thursday, May 02, 2013 7:42 AM  
**To:** Kevin Sweet  
**Subject:** RE: One-Day Liquor License for Maynard Education Foundation

I don't know, you should run it by your carrier. Probably yes, but you will need the applicant to carry insurance as well.

Lisa L. Mead

Blatman, Bobrowski & Mead, LLC

30 Green Street

Newburyport, MA 01950

☎ 978 463 7700

☎ 978 463 7747

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Please consider the environment before printing this email.



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**From:** Kevin Sweet [<mailto:ksweet@TownofMaynard.net>]  
**Sent:** Wednesday, May 01, 2013 8:57 PM



## **Maynard Police Department**

Chief Mark W. Dubois

To: Board of Selectmen

Re: North Eastern Massachusetts Law Enforcement Council

Date: April 29, 2013

I am requesting the Board's approval for the Town of Maynard to apply for membership to the North Eastern Massachusetts Law Enforcement Council (NEMLEC, Inc.). The attached "Police Chief's Information Package" details the organization, membership benefits and obligations. Some of the programs provided by a membership include a Regional Response Team, School Threat Assessment and Response System (STARS), SWAT, Motorcycle Unit, Cyber Investigation Unit, Regional Communications, Detective information sharing, and the use of various equipment.

Please advise if the Board would like to discuss further.

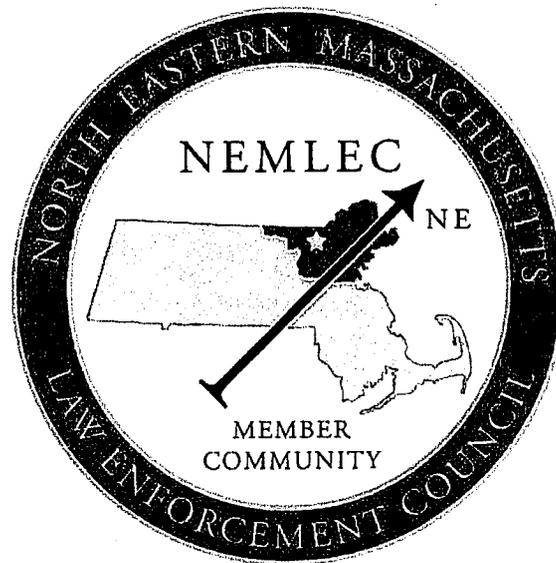
Very Respectfully,

A handwritten signature in black ink, appearing to read "Mark Dubois".

Mark Dubois

Agenda  
item -

# North Eastern Massachusetts Law Enforcement Council (NEMLEC)



## POLICE CHIEF'S INFORMATION PACKAGE

2012

Post Office Box 222, North Reading, MA 01864  
*phone (781) 229-0911, fax (781) 229-7911*  
[www.nemlec.com](http://www.nemlec.com)



Thank you for your interest in joining NEMLEC.

**About NEMLEC, Inc.**

To better prepare you for pursuing membership in NEMLEC, enclosed you will find a copy of an overview and history of NEMLEC, together with a current NEMLEC membership map and organizational chart.

**About the Application Process**

Once your completed application is submitted, you will be contacted to coordinate an interview and site visit to your agency by the NEMLEC Membership Committee in order to assess your facility, equipment and operations. As a result of this assessment, the panel will report its findings and recommendations to the NEMLEC Executive Board and the full membership for final action on your application. You will then be notified of the outcome of your application.

**About Membership in NEMLEC**

NEMLEC, Inc. is a Massachusetts non-profit corporation recognized by the Internal Revenue Service as a tax exempt 501(c)(3) organization. As a non-profit corporation, NEMLEC operates in accordance with its adopted by-laws. It is governed by an Executive Board and comprised of a two-tiered membership delineated by full members (51 of whom are municipal police departments) and associate members (2, currently the Essex and Middlesex Sheriff's Departments).

Members are assessed annual dues that are currently set at \$4,825 (includes a \$75 special assessment for the detectives group) and invoiced and payable in July of each year.

Upon acceptance to NEMLEC, a member police department and its city/town signatory will be required to execute a NEMLEC Mutual Aid Agreement in accordance with M.G.L. c.40, §8G or M.G.L. c.40, §4J. Both the NEMLEC by-laws and Mutual Aid Agreement require each member agency to commit 10% of its personnel resources to NEMLEC's operations. This commitment is calculated by multiplying 10% of the agency's total number of sworn personnel by 8 hours on a monthly basis, but in all cases, a minimum of one officer assigned to the NEMLEC Regional Response Team regardless of the size of the department.

NEMLEC holds a meeting of its entire membership on the second Wednesday of each month for the chief executive of each member department. Attendance is expected.

**Next Steps**

Once you have completed your application, please forward to:

Laura J. Nichols  
Executive Director  
NEMLEC  
Post Office Box 222  
North Reading, MA 01864

If you have any questions while your application is pending, feel free to contact NEMLEC at (781) 229-0911. We look forward to working with you through this application process.



## About NEMLEC

The North Eastern Massachusetts Law Enforcement Council (NEMLEC) originated in 1963 when several police chiefs in Middlesex County began meeting informally to share information and brainstorm about common problems. These police chiefs from Burlington, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, and Woburn came together at the time of turbulent social and political struggles in the 1960's. The increase in crime and disorder associated with "suburban sprawl" as people migrated from larger cities, the development of the interstate highway system, the Civil Rights Movement and the growing resistance to the Vietnam War threatened to overwhelm the serenity of these quaint, idyllic New England towns.

The NEMLEC police chiefs formally incorporated as a non-profit organization on July 3, 1969. By this time, the total number of member communities had increased to twenty-two. Today, NEMLEC consists of fifty-one (51) law enforcement communities representing most of Middlesex County and a portion of Essex County, as well as two (2) associate members, the Essex County and Middlesex County Sheriff's Departments.

NEMLEC has evolved over the years to address the ever-changing demands placed upon the law enforcement profession by providing a system for the dissemination of information among law enforcement agencies and through mutual assistance and logistical support to meet the immediate requirements of a catastrophic emergency or unusual event.

While NEMLEC has continued to grow and adapt to meet the needs of the times, it has been guided by a set of enduring principles:

- Local officials retain control within their community
- Enhance regional services through the adoption of emerging technologies
- Increase efficiency and cost effectiveness of member agencies through mutual partnerships
- Ensure communication, coordination, and interaction between member agencies
- Provide continuous professional development and training based upon identified regional needs
- Strive to uphold the core values of professional policing through ethical decision-making based on integrity, morality, and respect for the dignity and diversity of all

NEMLEC functions in many respects as a specialized, regional policing operation. Each executive officer commits the resources of his/her law enforcement agency to assist other members in an effort to increase and improve their individual and collective capabilities to provide effective policing services. This shared-resource approach has served NEMLEC and its communities well throughout its long history. This concept has not only enabled NEMLEC members to administer their agencies more efficiently by utilizing bulk purchasing, collaborative grant applications, and regionally coordinated training exercises, but the shared resource approach has also been successfully applied to the operational needs of the NEMLEC agencies. By working collaboratively, the NEMLEC agencies and their communities derive the benefits of bringing a more cohesive policing strategy to the region, taking advantage of the unique talent and expertise that exists among all NEMLEC agencies, and gaining an expanded workforce when necessary.



Collectively, NEMLEC is comprised of more than 2900 sworn police officers and almost 800 civilian staff, and protects over 1.5 million residents in a coverage area that is more than 830 square miles in Eastern Massachusetts.

The following services are provided through participation of NEMLEC officers in Operational Units who are engaged in regional planning, training, investigation and response on a regular basis.

- A Regional Response Team (RRT) which includes a Special Weapons and Tactics (SWAT) Unit and officers with various specialized skills including hostage negotiation, mountain and ART teams, and K-9 officers.
- School Threat Assessment and Response System. NEMLEC's STARS team works to facilitate school safety efforts in our jurisdictions and is available to provide various services including safety and threat assessment, developing safe school plans, and responding to threats and critical incidents.
- Incident Management Team (IMT). Made up of certified personnel that provide critical incident ICS assistance and NIMS certification assistance. Also includes a regional communications team composed of a Mobile Command Unit and a Radio System Infrastructure Unit
- A Computer Crime Unit which handles regional cybercrime investigations
- A Motor Unit which provides regional traffic and escort services

### **Organizational Structure**

NEMLEC is led by an Executive Board made up of six member police chiefs who are elected by the membership and serve for a two (2) year term. The current Executive Board is comprised of:

Chief James Cormier Reading Police Department	President
Chief Michael Begonis Wilmington Police Department	First Vice President
Chief Richard Smith Wakefield Police Department	Second Vice President
Chief Mike Kent Burlington Police Department	Treasurer
Chief Paul Tucker Salem Police Department	Secretary
Chief Edward Deveau Watertown Police Department	Past President



In addition to the Operational Units and Executive Board, NEMLEC organizes many of its administrative, technical, financial, and management functions through a series of Committees, on which police chiefs serve in various positions, including committee chairs and members, and are responsible for their administration and management.

### NEMLEC Committees

- Strategic Planning
- Finance
- Professional Standards (& Membership)
- Technology
- Professional Development & Training

## **Member Agencies**

### *Police Departments:*

Amesbury	Dunstable	Melrose	Tewksbury
Andover	Gloucester	Methuen	Townsend
Arlington	Groton	Newton	Tyngsborough
Bedford	Haverhill	North Andover	Wakefield
Belmont	Lawrence	North Reading	Waltham
Beverly	Lexington	Peabody	Watertown
Billerica	Littleton	Pepperell	Wenham
Burlington	Lincoln	Reading	Westfield
Carlisle	Lowell	Rowley	Weston
Chelmsford	Lynnfield	Salem	Wilmington
Concord	Malden	Saugus	Winchester
Danvers	Marblehead	Somerville	Woburn
Dracut	Medford	Stoneham	

### *Sheriff's Departments*

Essex County Sheriff's Department  
Middlesex County Sheriff's Department

## **Membership Commitment**

NEMLEC agencies agree to adhere to the following conditions of membership:

1. Member municipality must have accepted the provision of Chapter 40, paragraph 8G of the Mass General Laws, the state's latest legislation covering mutual aid, OR have opted into the state's mutual aid laws under Chapter 40, section 4J.
2. Member agency will execute a Mutual Aid Agreement with NEMLEC.
3. Member agency shall take all reasonable efforts to become accredited by the Massachusetts Police Accreditation Commission.
4. All member agencies pay dues assessed each year by the Executive Board, currently \$4,825 (\$4750 dues plus \$75 assessment for detective's group).
5. Member agency will commit 10% of its personnel resources (total sworn) to NEMLEC as described below:



*10% x the number sworn x 8 hours = total hours of monthly contribution.  
There are many options for meeting this commitment.*

6. Membership shall continue during the life of NEMLEC, provided that dues and assessments are regularly paid and members comply with membership requirements.
7. Membership may be annulled only by a concurring vote of two-thirds of all members of the Council present and voting.
8. Upon request, member agencies may be required to show proof of police liability insurance coverage.
9. Chiefs must attend monthly membership meetings, currently scheduled for the second Wednesday of each month.

## **Membership Service Options**

Member police chiefs are encouraged to become involved in the management and operation of NEMLEC, and to have a direct impact on enhancing law enforcement in the region. There are many opportunities for NEMLEC chiefs to participate in the organization. These options carry time values that are credited towards your membership commitment :

- Serve as an office holder on the Executive Board
- Serve on one or more NEMLEC Committees as Chair or Member
- Serve on an operational unit as Control Chief or Assistant Control Chief
- Serve on the NEMLEC Foundation
- Volunteer for long- or short-term Special Projects

## **Application Process**

All applications are considered by the Membership Committee. In addition to the written application, the process will include interviews and at least one site visit to your agency. During that visit, the NEMLEC Membership Committee will require information and discussion with you and the appropriate personnel regarding the following:

- Budget Allocation
- Management Commitment
- Potential Union Concerns
- Time and Personnel Commitment
- Radio Communications Capabilities and NEMLEC requirements
- Commitment to NEMLEC training as well as ongoing in-house training programs
- Municipal Endorsement
- Policy and Procedure Status

Interested police chiefs may begin the application process by completing the enclosed application, and returning it to the NEMLEC office at the address below:

Laura J. Nichols  
Executive Director  
North Eastern Massachusetts Law Enforcement Council  
Post Office Box 222  
North Reading, MA 01864



ANNUAL TOWN MEETING ARTICLES  
MAY 20, 2013

Annual Town Meeting Articles

<u>Article</u>	<u>Title</u>	<u>Department</u>	<u>Presenter</u>
consent 1-4	Town Report Acceptance	Board of Selectmen	
consent	Fiscal Year 2014 Salary Administration Plan	Board of Selectmen	
consent	Obsolete Equipment, Material	Board of Selectmen	
consent	Authorize Revolving Funds	Board of Selectmen	
5	Authorize Treasurer To Borrow	Board of Selectmen	
6	Town General Fund Budget FY 2014	Board of Selectmen	
7	Sewer Enterprise Budget	Board of Selectmen	
8	Water Enterprise Budget	Board of Selectmen	
9	AVRVS Reserve Fund	Board of Selectmen	
10	Community Preservation Fund Budget Fiscal Year 2014	Community Preservation Committee	
11	Finance Committee Reserve Fund	Finance Committee	
12	Optional Additional Exemption	Board of Assessors	
13	Zoning Bylaw MMTc	Board of Selectmen	
14	Secondhand and Junk Dealers	Board of Selectmen	
15	Borrowing Authorization - Sewer Capital Project	Board of Selectmen	
16	Borrowing Authorization - Water Capital Project	Board of Selectmen	

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S-2	Community Preservation Fund Reserve	CPC	
S-3	Community Preservation Fund Transfer	Board of Selectmen	
S-4	Large Industrial/Commercial Property Appraisal	Board of Assessors	
S-5	Personal Property Exemption	Board of Assessors	
S-6	Capital Stabilization Fund	Board of Selectmen	
S-7	Certified Free Cash Appropriation	Board of Selectmen	
S-8	Reserve for Overlay Release Appropriation	Board of Selectmen	
S-9	Sewer Retained Earnings	Dept. of Public Works	
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